MATERIAL REVIEWED AT CIA HEADQUARTERS BY
HOUSE SELECT COMMITTEE ON ASSASSINATIONS STAFF MEMBERS
SECRET

FILE TITLE/NUMBER/VOLUME: Smith, Joseph B.

INCLUSIVE DATES: 28 May 1954 - 18 May 1978
CUSTODIAL UNIT/LOCATION: OP
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DATE RECEIVED	DATE RETURNED	REVIEWED BY (PRINT NAME)	SIGNATURE OF REVIEWING OFFICIAL

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SMITH, JOSEPH B.

CLASSIFIED

14-00000

SECRET

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78-2082

18 MAY 1978

MEMORANDUM FOR: Director of Central Intelligence

VIA : Deputy Director for Administration

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Mr. Joseph Burkholder Smith

1. (U) Action Requested: None; this memorandum is in response to your request of 15 May 1978 to provide you with a very brief rundown on Mr. Joseph Burkholder Smith.

2. (C) Mr. Smith was born in 1921, holds B.A. and M.A. degrees in History and has studied at the Ph.D. level in this field. He served as a Corporal in the U.S. Army (1943-46) and from 1946-51 he was an Assistant Professor of History at Dickinson College. He entered on duty with the Agency in September 1951 as a GS-09 and reached the GS-14 level before his retirement in June 1973. At the time of his retirement, he was assigned to the DDO/Western Hemisphere Division. He received the Career Intelligence Medal. Overseas assignments included Singapore 1954-56; Manila 1958-60; Buenos Aires 1962-66; and his last assignment, Mexico City 1969-73.

3. (S) Apparently after retirement, he wrote a book, Portrait of a Cold Warrior, which he did not submit for security review or for DCI approval. This book was already printed in advance uncorrected proofs when the Agency first learned of its publication. It contained classified information; however, the Office of General Counsel advised us that it was the final decision of this Agency and the Department of Justice that we would not pursue civil action against Mr. Smith. In this sort of action you must prove damages. The Operations Directorate was reluctant for security and sensitivity reasons to point up those areas wherein we had been damaged.

4. (U) In the event you wish to read further on this subject, we have attached papers furnished us by Mr. John Greaney of the Office of General Counsel.

F. W. M. Janney

Attachment

SECRET

14-00000

78-1468

15 MAY 1978

MEMORANDUM FOR: Director of Personnel

FROM: Director of Central Intelligence

SUBJECT: Joseph Burkholder Smith

Could you give me a very brief rundown on who Joseph Burkholder Smith is, the one who just had an article in The Washington Post on Sunday. He apparently retired in 1973.

STANSFIELD TURNER

14-00000

ARTICLE APPEARED
ON PAGE D-4

THE WASHINGTON POST
14 May 1978

How CIA Agents Suffer From Secrecy

CONTINUED

d

By Joseph Burkholder Smith

TWENTY-FIFTH college reunions are great occasions for letting the world know how well you've done, and mine was no exception. All my old classmates, it seemed, had become assistant secretaries of state or vice presidents of General Motors or had acquired some equally impressive title. So it was a little embarrassing when they'd ask me what I was up to.

Not that I hadn't done well myself — I was at the time fairly high up in the Central Intelligence Agency. But I wasn't allowed to say that, so when they asked, I had to mumble something vague about being a civilian employee at Patrick Air Force base, an excuse that, I could tell, conjured up images of genteel failure (too much drinking, perhaps) in the people who heard it.

Not being able to impress my old classmates was a small wound, but it symbolizes an important problem for CIA agents. We live in a society where lots of people plan their lives so as to accumulate the greatest possible number of credentials of the sort that will wow their peers at reunions and similar moments. These credentials give many Americans a sense of identity and of security. CIA people are by no means immune to the desire to impress people with credentials, but their jobs are directly at odds with that urge. In that way and several others, we in the CIA have been deprived of the normal ego supports of the American life of our time, and how we dealt with (and didn't deal with) their absence from our lives has had something to do with how our agency has (and hasn't done) its job.

It wasn't just our status among our peers that suffered as a result of our work. Normal family life was a victim too. The CIA's Clandestine Services division has for years had the highest divorce rate of any organization in the government. Part of the reason is that recruits of my generation of clandestine operators were instructed never to tell their wives what they were really doing. "Just say it's a question of national security," they told us when we had to take one of our frequent absences from home.

Of course, many men also discovered quickly what an improvement that line was over the old "working late at the office" routine and took advantage of it. Still, most of the marital problems came not from philandering but from the unspectacular, bitter toll that living under cover takes on people. Officers with good marriages might tell their wives in general terms what kind of work keeps them out at night, but they have to insist that the wives give no hint. The first thing a CIA wife learns is never to ask another woman what her husband does, for fear she will be asked the same question.

CIA wives also have to join their husbands in keeping their children in the dark. When schools have programs in which the kids' fathers tell their classes about their fascinating work, she has to help invent reasons why her child can't volunteer his father's participation. When the son wants to visit his father's office, the way his friends do, she must try to ease his terrible feeling of rejection when his father tells him no. This kind of travail makes many women wonder if it's worth the effort.

Talking to Yourselves

IF A CIA AGENT is stationed in Washington, he has to get used to being asked at every party, by every stranger he meets, "What do you do?" Personal qualities like kindness, good temper, or intelligence — even good looks and money — mean nothing in the nation's capital compared with where one stands in the pecking order. A CIA couple who maintain their cover are quickly "selected out" of any party they go to and end up in a corner talking to themselves.

CIA wives, particularly, feel this instant social failure deeply and resent it. Until the women's movement, most women were raised to channel their ambitions toward the areas of party-giving and cooking. When married to a CIA agent, they felt they were denied these things because of their husbands' work, and their marriages got into trouble.

When CIA families go abroad they find their lives even more disrupted by status anxieties. The American official community, centered at the embassy, spends more time and effort than the Soviet KGB trying to discover who are the CIA families. If a CIA officer is assigned to the embassy under the guise of being in the Foreign Service, the U.S. Information Service, or the Agency for International Development, the real employes of those organizations ferret the CIA agents out and then take pains to treat them as second-class citizens. The government employees who are "legitimate" embassy personnel don't speak to them at all. If they arrive at the embassy under deep cover, with no false identity, then not even the other CIA personnel speak to them.

The game of uncovering the CIA people is made simple for the "legitimate" embassy personnel by a number of means: The State Department won't let CIA agents call themselves, as a cover, Foreign Service Officers; they have to say they're "Foreign Service Reserve" or "Foreign Service Staff" officers. Real FSSs, as they're called, are fairly low-level and real FSRs are never in political jobs, so the CIA's people — listed as FSS or FSR "political officers" — are obvious to one and all.

In the same status-preserving spirit, the State Department used to publish an annual Biographic Register, a who's who of the Foreign Service that included information on degrees, jobs, and murky pasts; it wasn't until 1973 and the murders of several CIA agents that State made the Biographic Register a classified document.

Envy, Jealousy, and Distrust

THERE ARE several ways to deal with the problem of credentials. One is to rise above the woes of status anxiety. Another is to learn to laugh them off, even if they are painful. Unfortunately, however, a more common way of handling the trade-off between your cover and your status is to give up some of the first to get more of the second. In foreign capitals CIA agents often have been so anxious for the natives and the diplomatic community to consider them

CONTINUED

14-00000

important that they've made their secret jobs obvious — which has not only brought them envy, jealousy, and distrust, but has made it very hard for them to do their job of intelligence-gathering properly.

"Do you know that CIA people are paid double salaries to serve abroad?" the new political officer in Singapore said to me when I showed him and his family around the Singapore Swimming Club on the Sunday after he arrived. "They get paid twice as much as you or I do. They get paid for their cover jobs and then paid again for their hanky-panky work. That's why they live better than we do."

I felt flattered that I was holding my cover well enough to be told his secret, and I only wished what he was saying were true.

But it was an impression that was understandable, if erroneous. CIA officers did serve in covers that were lower in rank than their real jobs, and, both on the job and off, they didn't live lives consistent with the rank they were pretending to have. For reasons of their jobs, agents cultivate contacts in the local government and other diplomatic missions in circles far higher than people of their cover rank ever have a chance to meet. And they insist on renting the kind of houses to which their CIA rank entitles them, as well as demanding and receiving a lot of special perquisites.

My new friend was wrong about the double salaries, but all the CIA officers he had seen abroad would certainly have given him the impression that he had about that rate of compensation.

In particular, most CIA station chiefs are not content to live in quarters much less grand than the ambassador's official residence. In many countries, this makes sense — the CIA has liaison responsibilities that are officially recognized by the ambassador and the State Department. But this is not appreciated by the lower-level employees of the embassy, if it's told to them at all. Resentment of the chief of station's life style bubbles up.

In the past, many chiefs of state made no attempt to hide their preference for dealing with the CIA station chief rather than the ambassador — sometimes because they owed a great debt to the CIA, which may have stolen the election for them or financed the coup that put them in power. In any case, CIA station chiefs have always felt they could not entertain these men in hovels. It would be detrimental to the prestige and interests of the United States, they argue, if they did not have the rank and accoutrements of the foreigners with whom they deal. One station chief I knew in the 1960s got two grade promotions by this gambit. It has served many a CIA official well in regard to his housing.

Frank Snepp, in his book "Decent Interval," gives a vivid account of the perquisites agency personnel enjoyed in Vietnam. They had their own hotel, club, swimming pool, and cars. In the 1960s in Asia it was customary for CIA officers to have chauffeurs, too, on the rationale that you needed somebody around to guard CIA cars against looting. Since the cars were government property, the gas and oil and maintenance costs, as well as the chauffeur, were paid for out of the station's housekeeping funds. People who were listed as lowly attaches were often seen driving around in big, unmarked, chauffeured cars, which drove the Foreign Service Officers into frenzies of envy.

"We'll Entertain Ourselves"

EVEN WORSE, perhaps, than using perquisites to fend off the pangs of status anxiety is CIA people's tendency to huddle together. If the rest of the world thought we were nondescript Army officers and the like, well, we knew who was and wasn't who and could play the game with each other. The other embassy personnel won't invite us to their parties? We're too low on the diplomatic list to get invited to the important functions given by other embassies and by officials of the local government? We'll entertain ourselves. Conscientious CIA officers try hard to curb this practice, which after all is a breach of nearly every tenet of good security, but they fail more often than they succeed.

In the days when our national purpose was more clearly defined, when we would, in the words of John F. Kennedy, pay any price and bear any burden in defense of the free world, it didn't matter so much if the cover of CIA personnel was a little thin. In some countries, the prestige of the agency was even higher than it was at home, enormously higher than it has been at home for the last three years. In the Philippines in the late 1960s, the CIA was so well regarded that members of the Army Counter Intelligence Corps used to try to recruit Filipinos by passing themselves off as CIA agents. Today, the open life style of a station chief can lead to his death, as it did for Richard Welch in Athens.

Welch was killed by the gun of an anti-American assassin, but the gun was put into the assassin's hand by all the defenses against the dilemma of covert life that I've described. Welch lived in a house inherited from past station chiefs, everyone in the embassy knew his true position, and his biography appeared in the Biographic Register, which could be found in any library.

After Welch died the register was mercifully classified, but that doesn't mean an end to the problem. CIA personnel will always feel a strain from having to pretend to be much less successful than they really are — even if they love their work and believe in it deeply, they'll still feel pangs. That's human nature, and while we ought to curb the obviousness of CIA agents' identities, to some extent we've just got to deal with it.

One way to do that is to treat CIA agents sympathetically. These are obviously people who have sacrificed something to work for the agency, and who depend to an inordinate extent on having stable relationships with their co-workers, since they can't have stable relationships with anyone else. The main thing in an agent's life — practically the only thing, for many — is how he's treated at Langley, where he stands there.

CONTINUED

CIA Director Adm. Stansfield Turner.

So when Adm. Stansfield Turner quickly fired 820 Clandestine Services officers last year, my initial approval (some of those fired, I thought, must have been the people who made me decide to leave the CIA in 1973) gave way to misgivings. It's true that the greatest physical hazard many spooks have ever faced is the danger of choking on the pit of the olive in their martinis. But the greatest hazard we all face in life is not physical danger, it's having something eat away at our soul. No one has to be a clandestine operator, of course, but once he is, he is deprived of the normal means of sustaining his self-image that prevails in our society.

I don't mean Turner should have kept on incompetents. But I'm sure that after those 820 firings everybody else at Langley felt bitter and frightened. These are not, after all, people who have anything else to fall back on, and they need a lot of support from their organization. Turner has to use these people, and if he wants to use them effectively he ought to find a way of letting some go while making the rest feel secure.

The author, whose article is reprinted from The Washington Monthly, is a former high CIA official.

4-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 8 June 1973

1. SERIAL NUMBER: 007894
2. NAME (Last-First-Middle): SMITH, JOSEPH ~~BURKHOLDER~~ COB
3. NATURE OF PERSONNEL ACTION: CONVERSION FROM FSR, RETIREMENT (VOLUNTARY) UNDER CIARDS AND CANCELLATION OF N.S.C.A.
4. EFFECTIVE DATE REQUESTED: MONTH 06 DAY 30 YEAR 73
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: V TO V | V TO CF | CF TO V | X CF TO CF
7. FAN AND NSCA: 3135 0990 0000
8. LEGAL AUTHORITY (Completed by Office of Personnel): Public Law 88-643 Section 233
9. ORGANIZATIONAL DESIGNATIONS: DDO/WH DIVISION FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION
10. LOCATION OF OFFICIAL STATION: MEXICO CITY, MEXICO
11. POSITION TITLE: OPS OFFICER
12. POSITION NUMBER: 0340
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 14 8
17. SALARY OR RATE: $28478
18. REMARKS: LAST WORKING DAY 29 JUNE 1973.

1 - Security
1 - Finance

George [illegible] DDO/PERS

19A. SIGNATURE OF REQUESTING OFFICIAL: H.L. BERTHOLD, C/WH/PERS
DATE SIGNED: 8 JUN 73
19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER
DATE SIGNED: 6/15/73

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE: 45
20. EMPLOY. CODE: 10
21. OFFICE CODING (NUMERIC, ALPHABETIC)
22. STATION CODE
23. INTEGREE CODE
24. MODIFI. CODE: 3
25. DATE OF BIRTH: 06 16 21
26. DATE OF GRADE (MO DA YR)
27. DATE OF LEI (MO DA YR)
28. NTE EXPIRES (MO DA YR)
29. SPECIAL REFERENCE
30. RETIREMENT DATA (1-CSC, 2-FICA, 3-FICA, 4-NONE) CODE
31. SEPARATION DATA CODE
32. CORRECTION/CANCELLATION DATA (TYPE, MO, DA, YR)
EOD DATA
33. SECURITY REQ. NO.
34. SEX
35. VET PREFERENCE CODE (0-NONE, 1-5 PT., 2-10 PT.)
36. SERV. COMP. DATE (MO DA YR)
37. LONG. COMP. DATE (MO DA YR)
38. CAREER CATEGORY (CAR/RSRV, PROV/TEMP) CODE
39. FEGLI/HEALTH INSURANCE CODE; HEALTH INS. CODE
40. SOCIAL SECURITY NO.
41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE (0-NO PREVIOUS SERVICE, 1-NO BREAK IN SERVICE, 2-BREAK IN SERVICE (LESS THAN 3 YEARS), 3-BREAK IN SERVICE (MORE THAN 3 YEARS))
42. LEAVE CAT. CODE
43. FEDERAL TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO. TAX EXEMPTIONS)
44. STATE TAX DATA (FORM EXECUTED 1-YES 2-NO; CODE; NO. TAX EXEMP.; STATE CODE)
45. POSITION CONTROL CERTIFICATION: 08 JUN 1973 [illegible] 7-7-73
46. O.P. APPROVAL: Thomas B[illegible]
DATE APPROVED: 6/21/73

FORM 8-72 1152 USE PREVIOUS EDITION

SECRET CLASSIFIED BY 01-0332 E2 IMPDET

Executive Registry
73-5753

4 September 1973

Mr. Joseph B. Smith
1213 North 2nd Street
Harrisburg, Pennsylvania 17105

Dear Mr. Smith:

As you bring to a close your active career of service to your country, I want to join your friends and co-workers in wishing you well and hoping that you find your retirement filled with enjoyment and satisfaction.

It takes the conscientious efforts of many people to do the important work of this Agency. You leave with the knowledge that you have personally contributed to our success in carrying out our mission. Your faithful and loyal support has measured up to the high ideals and traditions of the Federal service.

May I express to you my appreciation and extend my best wishes for the years ahead.

Sincerely,

/s/ W. E. Colby

W. E. Colby
Director

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1 - ROB Reader

Originator: Director of Personnel

OP/RAD/ROB/WFM/lks

SECRET

COVER CONTROL OF RETIREMENT PROCESSING

FILE: [illegible]

DATE: [illegible] May 1971

TO: Retirement Operations Branch
Office of Personnel

RETIREE: Joseph R. S[illegible]th

CATEGORY OF EMPLOYMENT:

On the basis of a review of the records of the Central Cover Staff, the following action is to be taken on processing retirement documentation for the person named above.

TYPE RETIREMENT		CIVIL SERVICE	X	CIARDS	DATE: June [illegible] 1973		
COVER		OVERT ROUTINE	X	COVERT (OFFICIAL COVER) LOCK-UP		COVERT (NOC) SPECIAL	
RETENTION OF AWARDS		YES	X	NO			
CORRESPONDENCE		OVERT		COVERT		THRU CCS	

FINANCES

ANNUITY PAYMENTS SHOULD BE	X	U.S. GOV'T. CHECK		OTHER (Payment instructions follow)		
TAX DOCUMENTATION SHOULD BE		CIA	X	CSC		OTHER (MEMO FOLLOWS)
REQUEST TRANSFER OF FUNDS FROM CIVIL SERVICE COMMISSION	X	YES		NO		INTERNAL TRANSFER

INSURANCE

FEGLI		OVERT	X	COVERT		MAINTAIN RECORDS INTERNALLY ONLY

TYPE OF HOSPITALIZATION CARD: Non - [illegible] Overseas

AUTHORIZATION TO CONVERT INSURANCE	X	YES		CONVERSION MUST BE APPROVED BY CCS

RESERVE

MEMBER OF CIVILIAN RESERVE	X	YES		NO		OVERT	X	COVERT

REMARKS

CHIEF, COVER SUPPORT BRANCH, CENTRAL COVER STAFF

THIS SECTION TO BE COMPLETED BY OFFICE OF SECURITY

______ NO SECURITY OBJECTIONS TO ABOVE.

OTHER INSTRUCTIONS AS FOLLOWS:

CHIEF, EMPLOYEE ACTIVITY BRANCH, OFFICE OF SECURITY

FORM 3429 [illegible] SECRET E-2, IMPDET CL. BY: 007622

7 - OFF. PERS. FILE ROOM

14-00000

SECRET

SUMMARY OF ~~AGENCY~~ EMPLOYMENT

JOSEPH B. SMITH

September 1951 to January 1954 - Began employment with the Department of the Army as a Civil Service employee in grade GS-11, assigned to the Pentagon in Washington, D.C. as a research analyst of economics and political affairs concerning Korea. Because of my wartime experience and some post war graduate work on Korea, I was contacted by the Army for this position during the Korean War.

January 1954 to August 1956 - In 1954 I applied for employment with the United States Information Service as an Information Officer with the Grade of Foreign Service Staff S. I served on the U.S.I.S. Mission in the Far East area. My duties included design execution and supervision of the U.S.I.S. media operations in the Far East. Also I was special liaison representative with the British Information Officer for the British High Commissioner for that area.

SUMMARY OF AGENCY EMPLOYMENT, JOSEPH B. SMITH (Cont'd)

August 1956 to May 1969 - In 1956 I applied for employment with the Department of the Air Force. Assigned with the U.S.A.F. Services and Support Group, Provisional at Bolling Air Force Base in Washington, D.C. as a Foreign Affairs Officer as a GS-14. I served two overseas tours with the Air Force in the Far East and the Western Hemisphere. My duties included liaison with personnel of the services of the respective areas in pursuit of U.S.A.F. objectives.

May 1969 to August 1973 - In May 1969 I made application to the Department of State as a Political Officer/Foreign Service Reserve Officer 4 and consequently was assigned to the Western Hemisphere for two tours. My duties included liaison in political affairs with several Latin American Countries and Political studies of South American affairs.

SUMMARY OF AGENCY EMPLOYMENT, JOSEPH B. SMITH (Cont'd)

CONCUR:

CCS ________________________ DATE ________________________

CI Staff ________________________ DATE April 25, 1973

APPROVED:

Office of Security ________________________ DATE 4/27/73

ADMINISTRATIVE -- INTERNAL USE ONLY

OPF

16 April 1973

MEMORANDUM FOR: Chief, WH Division

THROUGH : Deputy Director for Operations

SUBJECT : Career Intelligence Medal for Mr. Joseph B. Smith

1. The Honor and Merit Awards Board is pleased to notify you that the Career Intelligence Medal has been approved in recognition of Mr. Smith's contributions to this Agency. You are requested to inform him of the award and of the security provisions governing it as set forth in the attached memorandum from the Office of Security.

2. When Mr. Smith returns to Washington, please notify the Executive Secretary, Honor and Merit Awards Board, extension 3645, room 412, Magazine Building, so that presentation arrangements may be made.

/s/ R. L. Austin, Jr.

R. L. Austin, Jr.
Recorder
Honor and Merit Awards Board

Att

Distribution:
O & 1 - Addressee
1 - D/Pers -- OPF w/forms 382 & 600
1 - Exec Sec/HMAB
1 - Recorder/HMAB

ADMINISTRATIVE -- INTERNAL USE ONLY

DDI/MAS 73-1320

Off

REPORT OF HONOR AND MERIT AWARDS BOARD

ENTRY 73-1320

DATE 27 March 1973

The Honor and Merit Awards Board having considered a recommendation that:

ID NO.	NAME (Last-First-Middle)	BIRTH YEAR	SEX	TYPE EMPLOYEE
007894	SMITH, Joseph B.	1921	M	Staff

OFFICE OF ASSIGNMENT	SD	SCHEDULE	GRADE	STATION
DDO/WH	D	GS	14	

BE AWARDED

Career Intelligence Medal

☐ FOR HEROIC ACTION ON

☒ FOR MERITORIOUS SERVICE OR ACHIEVEMENT DURING THE PERIOD **September 1951 - Present**

☒ RECOMMENDS APPROVAL ☐ DOES NOT RECOMMEND APPROVAL

☐ RECOMMENDS AWARD OF

UNCLASSIFIED CITATION

Mr. Joseph B. Smith is hereby awarded the Career Intelligence Medal in recognition of exceptional achievement throughout his Agency career. During more than 21 years of service, Mr. Smith, a dedicated intelligence officer, served in a variety of important positions at Headquarters and abroad--consistently demonstrating skill, imagination and enthusiasm. Mr. Smith is a recognized authority in his field. His overall performance and the high quality of his work have contributed significantly to the mission of the Central Intelligence Agency, reflecting credit on him and the Federal service.

REMARKS

(Recommendation approved by ADD/O on 3 March 1973)

APPROVED

/s/ Vernon A. Walters

DIRECTOR OF CENTRAL INTELLIGENCE

13 APR 1973

DATE

SIGNATURE

/s/Harry B. Fisher

TYPED NAME OF CHAIRMAN, HONOR AND MERIT AWARDS BOARD

Harry B. Fisher

SIGNATURE

Signed Original

TYPED NAME OF RECORDER

R. L. Austin, Jr.

FORM 6-60 382 OBSOLETE PREVIOUS EDITIONS (4)

OPF

SECRET
(When Filled In)

RECOMMENDATION FOR HONOR OR MERIT AWARD
(Submit in triplicate - see HR 20-37)

SECTION A — PERSONAL DATA

1. EMP. SER. NO.	2. NAME OF PERSON RECOMMENDED (Last, First, Middle)	3. POSITION TITLE	4. GRADE	5. SD.
007894	Smith, Joseph B.	Ops Officer	GS-14	D

6. OFFICE OF ASSIGNMENT	7. OFFICE EXT. (If hq)	8. STATION: HEADQUARTERS	FIELD (Specify location)
DDP/WH		X	Mexico City

9. HOME ADDRESS (No., St., City, State, ZIP Code)	10. HOME PHONE	11. CITIZENSHIP AND HOW ACQUIRED
		U.S. Birth

12. RECOMMENDED AWARD	13. IF RETIRING, DATE OF RETIREMENT	14. POSTHUMOUS
Career Intelligence Medal	15 August 1973	YES: ☐ NO: X

15. NAME OF NEXT OF KIN	16. RELATIONSHIP	17. HOME ADDRESS (No., St., City, State, ZIP Code)	18. HOME PHONE
Jeanne H. Smith	Wife		

SECTION B — RECOMMENDATION FOR AWARD FOR HEROIC ACTION OR ACCEPTANCE OF HAZARD

19. WERE YOU AN EYEWITNESS TO THE ACT: ☐ YES ☐ NO

PERSONNEL IN IMMEDIATE VICINITY OR WHO ASSISTED IN ACT OR SHARED IN SAME HAZARD:

20. FULL NAME	21. ORGN. TITLE	22. GRADE	23. OFFICE OF ASSIGNMENT

LIST ANY OF THE ABOVE PERSONS GIVEN AN AWARD OR RECOMMENDED FOR AWARD FOR PARTICIPATING IN ACT:

24. FULL NAME	25. AWARD RECOMMENDED

CONDITIONS UNDER WHICH ACT WAS PERFORMED:

26. LOCATION	27. INCLUSIVE DATES	28. TIME OF DAY

29. PREVAILING GEOGRAPHIC CONDITIONS AND OBSTACLES ENCOUNTERED

30. DATES FOR WHICH AWARD RECOMMENDED	31. ASSIGNMENT COMPLETED	32. NOW IN SAME OR RELATED ASSIGNMENT
	☐ YES ☐ NO	☐ YES ☐ NO

SECTION C — RECOMMENDATION FOR AWARD FOR ACHIEVEMENT, SERVICE, OR PERFORMANCE

33. DO YOU HAVE PERSONAL KNOWLEDGE OF THE SERVICE OR PERFORMANCE ☐ YES ☐ NO

34. OFFICIAL ASSIGNMENT OF PERSON RECOMMENDED AT TIME OF SERVICE OR PERFORMANCE
Recommendation covers entire career.

35. COMPONENT OR STATION (Designation and location)
Various.

36. DUTIES AND RESPONSIBILITIES OF ASSIGNED POSITION
Chief CA, Mexico City Station.

37. INCLUSIVE DATES FOR WHICH RECOMMENDED	38. ASSIGNMENT COMPLETED	39. NOW IN SAME OR RELATED ASSIGNMENT
	YES: ☐ NO: X	YES: X NO: ☐

PERSONNEL WHO ASSISTED OR CONTRIBUTED SUBSTANTIALLY TO THE SERVICE OR PERFORMANCE

40. FULL NAME	41. ORGN. TITLE	42. GRADE	43. OFFICE OF ASSIGNMENT

LIST ANY OF THE ABOVE PERSONS GIVEN AN AWARD OR RECOMMENDED FOR AWARD FOR PARTICIPATING IN THE PERFORMANCE

44. FULL NAME	45. TYPE OF AWARD

FORM 600 USE PREVIOUS EDITION
9-63

SECRET

E2 IMPDET
CL BY 007034

(4)

SECRET
(When Filled In)

SECTION D	NARRATIVE DESCRIPTION

Award for Heroic Action or Acceptance of Hazard: Was act voluntary? Describe why act was outstanding, and if it was more than normally expected. Explain, why, and how. If an aerial or marine operation, describe type and position of craft, crew position of individual, and all unusual circumstances. [illegible] the results of the act. Enclose unclassified citation.

Award for Achievement, Service, or Performance: State character of service during period for which recommended. (Give complete description of administrative, technical, or professional duties and responsibilities if not covered in Section C; include dates of assignment and relief.) What did the individual do that merits the award? Why was this outstanding when compared to others of like grade and experience in similar positions or circumstances? If appropriate, include production records and assistance rendered by other persons or units. What obstacles were encountered or overcome? Indicate results of achievement, service, or performance. Include reference to Fitness Reports, Letters of Commendation, or other documentation already on file which supports this recommendation. Enclose unclassified citation.

Mr. Joseph B. Smith has made an outstanding contribution to CIA operations for the past 21 years. He has consistently received strong/outstanding efficiency reports in a wide variety of assignments, including two in the Far East (Singapore/Malaya and Manila) and two in Latin America (Buenos Aires and Mexico City). At Headquarters he served as Chief of the Malaya/Australia Branch in FE Division, on the CA Staff, in WH Division on the Venezuelan Desk and the Division CA Staff, and in OTR on a rotational tour.

Mr. Smith is a recognized authority on Covert Action. While with OTR he was commended for his efforts in completely revamping the CA curriculum. In close coordination with the CA Staff he organized two totally new CA seminars, both of which evoked a very positive response. He also received praise for organizing and conducting a training course for military officers destined for Saigon where they were to conduct psychological warfare operations. In Argentina he worked in liaison with local services on Covert Action operations. This work with liaison was rated as outstanding. He developed a long-time agent in one of the services to a point where the product was considerably improved. Political contacts at all levels developed by Mr. Smith in Mexico City have been instrumental in developing disseminable intelligence. In all his assignments his rating officers have consistently praised his imagination, flexibility, enthusiasm, perception and professionalism.

Mr. Smith's career has been one of exceptional achievement and he has made an outstanding contribution to the Agency's Covert Action program and to Agency training. His record of commendations and sustained superior performance of duty of value to the Agency throughout his career make it fitting that he be awarded the Career Intelligence Medal upon retirement.

CONTINUED ON ATTACHED SHEET

46. ENCLOSURES (List individually) IF ORIGINATOR IS NOT AN EYEWITNESS OR DOES NOT HAVE PERSONAL KNOWLEDGE OF THE ACT OR PERFORMANCE, ATTACH AFFIDAVITS OF EYEWITNESSES OR INDIVIDUALS HAVING PERSONAL KNOWLEDGE OF THE FACTS.

1. PROPOSED CITATION
2.
3.

47. RECOMMENDATION INITIATED BY	48. TITLE AND SIGNATURE OF EMPLOYEE MAKING RECOMMENDATION	49. DATE
Theodore G. Shackley	[signature] Chief, WH Division	17/2/73

SECTION E	RECOMMENDATION FORWARDED THROUGH OFFICIALS CONCERNED FOR THEIR INFORMATION	
50. HEAD OF D CAREER SERVICE (Career service of nominee)	TITLE AND SIGNATURE: See Item 52	DATE
51. DEPUTY DIRECTOR OF CAREER SERVICE	TITLE AND SIGNATURE: See Item 52	DATE
52. DEPUTY DIRECTOR OF OPERATING COMPONENT	TITLE AND SIGNATURE: [signature] A Deputy Director for Plans	DATE: [signature]

SECRET

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 21 MAY 1969

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
007894	SMITH, JOSEPH B.

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	5. CATEGORY OF EMPLOYMENT
INTEGRATION - DEPARTMENT OF STATE	05 / 21 / 69	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. FINANCIAL ANALYSIS NO. CHARGEABLE	8. LEGAL AUTHORITY (Completed by Office of Personnel)
				X	9135 0990	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION	MEXICO CITY, MEXICO

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
POL. OFF., ATTACHE OPS. OFF Icer (14)	0340	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSR GS	0136.01	04 7 14 6	17,289 $ 19,771

18. REMARKS

All SICK AND All HOURS ANNUAL LEAVE TO BE TRANSFERRED TO THE DEPARTMENT OF STATE

MARITAL STATUS: MARRIED

DAU DOB: 19/12/52
SON DOB: 20/09/60

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
X-5013 J. CARSON, COVER OFFICER			

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. OCCUP. CODE	25. DATE OF BIRTH MO. DA. YR.	26. DATE OF GRADE	27. DATE OF LEI
55	10	51620	WH	45075	5	3	06 16 21		

28. NTE EXPIRES | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA | 31. SEPARATION DATA CODE | 32. CORRECTION, CANCELLATION DATA | EOD DATA | 33. SECURITY REQ NO | 34. SEX

35. VET. PREFERENCE | 36. SERV. COMP. DATE | 37. LONG COMP. DATE | 38. CAREER CATEGORY | 39. FEGLI-HEALTH INSURANCE | 40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE | 42. LEAVE CAT CODE | 43. FEDERAL TAX DATA | 44. STATE TAX DATA

45. POSITION CONTROL CERTIFICATION	46. O.P. APPROVAL	DATE APPROVED
CS 69 JMR	Samuel P. ...	05 22 69

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 24 APRIL 69

1. SERIAL NUMBER: 007894
2. NAME (Last-First-Middle): SMITH, JOSEPH B.

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS
4. EFFECTIVE DATE REQUESTED: MONTH 5 DAY 18 YEAR 69
5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V / X V TO CF / CF TO V / CF TO CF
7. FINANCIAL ANALYSIS NO. CHARGEABLE: 9135 0990
8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS: DDP/WH [redacted] Foreign Field [redacted] Branch 1 MEXICO CITY, MEXICO Station
10. LOCATION OF OFFICIAL STATION: MEXICO CITY, MEXICO

11. POSITION TITLE: OPS OFFICER (14)
12. POSITION NUMBER: 0340
13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 14 6
17. SALARY OR RATE: $ 19771

18. REMARKS: HOME BASE WH

FROM: DDP/WH/CA STAFF/POS. #0645

VICE ALBERT F. REYNOLDS

1 - Finance
1 - Security

18A. SIGNATURE OF REQUESTING OFFICIAL: Henry L. Berthold, C/WH/Personnel — DATE SIGNED: 4-24-69
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [signature] — DATE SIGNED: 4-24

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. POSITION CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF EOD
30	10	51620	WH	45045		3	06/16/21		

28. NTE EXPIRES; 29. SPECIAL REFERENCE; 30. RETIREMENT DATA (1—CSC, 2—OTHER, 3—FICA, 4—NONE); 31. SEPARATION DATA CODE; 32. CORRECTION/CANCELLATION DATA; EOD DATA; 33. SECURITY REQ. NO.; 34. SEX

35. VET. PREFERENCE; 36. SERV. COMP. DATE; 37. LONG. COMP. DATE; 38. CAREER CATEGORY; 39. FEGLI/HEALTH INSURANCE; 40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE; 42. LEAVE CAT. CODE; 43. FEDERAL TAX DATA; 44. STATE TAX DATA

45. POSITION CONTROL CERTIFICATION: 04-28-69 [initials]
46. C/P APPROVAL: [signature]
DATE APPROVED: 04-28-69

Form 3-67 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

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MR-1138

17 June 1968

MEMORANDUM FOR: Chairman, Clandestine Services Career Service Board (Panel A)

SUBJECT : Joseph B. Smith - Recommendation for Promotion from GS-14 to GS-15

1. Mr. Smith joined the Headquarters Training Branch of the OTR Operations School in October 1966 specifically to assume responsibility for Covert Action training. He spent the first few months in a thorough study and review of all CA courses previously given in OTR. This was a long and complicated job, compounded in part by the public compromise of a wide range of Agency CA activities. In closest coordination with the CA Staff, Mr. Smith devised a totally new and different CA curriculum, consisting of two short seminars for middle and senior grade officers -- one called a Covert Action Operations Seminar and one a Politics Workshop. These seminars, emphasizing the integrated nature of CS operations, have evoked a very positive response, confirming the soundness of Mr. Smith's creative efforts in revamping CA training in this fashion.

2. As a corollary to the main duties cited above, Mr. Smith has also successfully run, in conjunction with FE Division, a Psychological Warfare Operations Course for military officers being assigned to MACV/SOG in Saigon. Finally, in the CA field, Mr. Smith has provided tutorials, as requested by various area Divisions, to a number of Staff and Contract Agents and to foreign liaison representatives in such fields as black radio, youth and student operations, veterans organizations, and methods of countering Communist propaganda.

3. In February 1968 Mr. Smith was asked to assume responsibility as Tradecraft Advisor and Coordinator for the Operations Support Course, a critical block of instruction for (primarily young

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and inexperienced) CS clericals headed for overseas assignments where they may be called upon to assist case officers in operational support tasks. Although, strictly speaking, this teaching and coordination task was outside Mr. Smith's normal purview and main area of expertise, he accepted this additional responsibility with exemplary willingness, and then proceeded to discharge it smoothly, energetically, and effectively. In addition to managing an extensive live problem, the Tradecraft Advisor must ensure that presentations by a number of instructors result in a balanced and coherent coverage of all operational subjects in the course. This entails the coordination of efforts of several senior and experienced instructors, all under the nominal aegis of the course's Chief Instructor, and, thus, demands a great deal of finesse and tact. Mr. Smith has not only fulfilled this difficult role in a highly efficient manner but has also drawn on his own long field experience for pertinent and meaningful contributions to the course.

4. During Mr. Smith's tour with OTR, he was requested to participate as a member of a Survey Team in a review of the effectiveness of the Propaganda Group of the CA Staff. In a 30 June 1967 memorandum of appreciation to the Director of Training, Chief, CA Staff commented as follows on Mr. Smith's work:

> "Throughout Mr. Smith participated in a most effective professional manner bringing to bear his extensive background in the Clandestine Services. His direct and objective approach to the problems considered in the course of the survey made his contribution to the over-all Team effort invaluable. The Team report, which I am still in the process of discussing within the Staff, will be of considerable value not only to this Staff in our future planning but also, I feel, to the future posture of the covert propaganda mission of the Clandestine Services; thus, I heartily commend Mr. Smith for his effective participation with the Survey Team in this effort."

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5. In his last two fitness reports Mr. Smith has received a "Strong" rating and the Chief of the Operations School as reviewing official has added his opinion that Mr. Smith has done his job with distinction and with credit to himself and his career service, citing the assignment to ~~OTR~~ as a first-rate example of quality in rotational tours. While Mr. Smith passed on his expertise through the training process, he also enhanced his own versatility through involvement in the various training activities cited above.

6. In recognition of the foregoing, it is felt that Mr. Smith is qualified to carry out the duties of the GS-15 grade for which he is recommended. Mr. Smith has been in grade 5 1/2 years.

C M Broutsas
C.M. Broutsas
Chief, Headquarters Training/OTR

CONCUR:

Charles B. Wheeler
Charles B. Wheeler
Chief, Operations School/OTR

Smith has worked under my supervision on two occasions, once in the Philippines and most recently in the Office of Training. Both jobs were in the CA field where Smith is, I believe, one of the Agency's most experienced officers. My own view is that Smith made an outstanding contribution to Agency training, particularly in CA, during his recent tour with OTR.

John Richardson
John Richardson
Director of Training
21 JUN 1968

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1565

AUG 1969

MEMORANDUM FOR: Director of Training

SUBJECT: Statement of Appreciation - Mr. Joseph B. Smith

1. We wish to take this means and opportunity to express formally and for the record the appreciation of the Covert Action Staff for the work of Mr. Joseph B. Smith as Chief Instructor for Covert Action of the Headquarters Operations School in the Office of Training during the past two years.

2. As you know, Mr. Smith worked closely with the Covert Action Staff in totally revamping the Headquarters covert action training program. It was through his efforts that the new intensive Covert Action Operations Seminar was introduced as a technique of instruction to replace the outdated Covert Action Operations (Familiarization) Course. He carried his basic concept one good step further in introducing the Political Action Workshop as an advanced forum for studying and applying covert action operational and planning techniques. Mr. Smith's work has also laid the groundwork for more specialized follow-up in covert action training.

3. The enthusiastic reception and endorsement of these two courses, the quality attendance by Division officers, and the participation by senior Division officers as speakers, attest to the need for new courses and the success of these endeavors.

4. Those of us who had the opportunity to work closely with "Little Joe" learned to appreciate his vitality, flexibility and personal commitment to the success of these training innovations. The contribution they have already made, and will continue to make, to the Agency's training program are testimony to the role that he played in devising and implementing them.

CA-68-904

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5. I suggest that you forward this letter to Chief, WH so that it may be made a part of Mr. Smith's permanent personnel record.

Fred W. Valtin

FRED W. VALTIN
Acting Chief
Covert Action Staff

SECRET

14-00000

SECRET

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 21 June 1968

1. SERIAL NUMBER: 007894
2. NAME (Last-First-Middle): SMITH, JOSEPH B.
3. NATURE OF PERSONNEL ACTION: REASSIGNMENT
4. EFFECTIVE DATE REQUESTED: MONTH 08 7 DAY 30 14 YEAR 68
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: X V TO V | CF TO V | V TO CF | CF TO CF
7. FINANCIAL ANALYSIS NO. CHARGEABLE: 3235-0620
8. LEGAL AUTHORITY (Completed by Office of Personnel)
9. ORGANIZATIONAL DESIGNATIONS: DDP/WH CA STAFF
10. LOCATION OF OFFICIAL STATION: WASHINGTON D.C.
11. POSITION TITLE: OPS OFFICER (N)
12. POSITION NUMBER: 0645
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 14 6
17. SALARY OR RATE: $ ~~[illegible]~~ 19771
18. REMARKS

FROM: DDS/OTR/Operations School/1314, VICE JOHN W. ISAMINGER

Security Approval Granted By Pers. SD/OSC 6/26/68 LLC 7/15/68

OTR/PERS J.R. DeHERTX (phone)

1 - Finance
1 - Security

19A. SIGNATURE OF REQUESTING OFFICIAL: HENRY L. BERTHOLD C/WH/PERS — DATE SIGNED: 6/24/68

19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER — DATE SIGNED: 1 July 68

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19 ACTION CODE	20 EMPLOY. CODE	21 OFFICE CODING NUMERIC	ALPHABETIC	22 STATION CODE	23 INTEGREE CODE	24 HOURS CODE	25 DATE OF BIRTH	26 DATE OF GRADE	27 DATE OF LEI
37	10	51 BO	WH	75013		1	[illegible]		

28 WAE EXPIRES | 29 SPECIAL REFERENCE | 30 RETIREMENT DATA | 31 SEPARATION DATA CODE | 32 CORRECTION CANCELLATION DATA | EOD DATA | 33 SECURITY REQ. NO. | 34 SEX

35 VET PREFERENCE | 36 SERV. COMP. DATE | 37 LONG COMP. DATE | 38 CAREER CATEGORY | 39 FEGLI HEALTH INSURANCE | 40 SOCIAL SECURITY NO.

41 PREVIOUS CIVILIAN GOVERNMENT SERVICE | 42 LEAVE CAT | 43 FEDERAL TAX DATA | 44 STATE TAX DATA

45 POSITION CONTROL CERTIFICATION: [illegible] OTR

46 C.P. APPROVAL: [signature] — DATE APPROVED: 7/3/68

FORM 3-67 1152 USE PREVIOUS EDITION

SECRET

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15-0387-68

SECRET

26 MAR 1968

MEMORANDUM FOR: Joseph B. Smith

VIA : Director of Training

SUBJECT : Next Assignment

1. We wish to advise you that the Clandestine Services Career Service approves your next assignment to WH Division upon completion of your current tour with the Office of Training.

2. The Clandestine Services appreciates your excellent performance in your current assignment and wishes you continuing success.

Vernet L. Gresham
Vernet L. Gresham
DDP/OP

GROUP 1
Excluded from automatic downgrading and declassification

SECRET

SECRET

16 AUG 1967

MEMORANDUM FOR : Director of Training
Room 810
1000 Glebe Road

SUBJECT : Training of Military Officers in Covert Psychological Warfare Techniques

1. In response to my request of 2 May 1967 your Office did an extremely fine job in organizing and conducting the training course for the military officers who will be going to Saigon to work with Agency personnel in psychological warfare. Special note should be taken of the efforts of Mr. Joseph Smith, of your Office, who organized the course and provided not only the impetus for the program but also the catalysis for a very enthusiastic response from the students.

2. The group of trainees have been requested to provide a critique of the course after they have settled into their jobs in Saigon in order to determine how well the course material fitted their assignments. We will forward copies of these critiques as they become available.

3. Again let me express my appreciation for your very effective support.

Douglas S. Blaufarb
Chief, Vietnam Operations

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

XXF

DATE PREPARED: 22 September 1966

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
007894	SMITH, Joseph B.

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	5. CATEGORY OF EMPLOYMENT
Excepted Appointment (Career)	10 / 09 / 66	Regular

6. FUNDS	V TO V	CF TO V	V TO CF	CF TO CF	7. FINANCIAL ANALYSIS NO. CHARGEABLE	8. LEGAL AUTHORITY (Completed by Office of Personnel)
X					7175-3000	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDS/OTR Operations School Headquarters Training Branch Operations Faculty	Washington, D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
Instr Operations (14)	1314	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	1712.32	14 5	$17,198

18. REMARKS

C-69-54

18A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
[signature] John Richardson, Director of Trng.	23 Sept 66	[signature]	14 Oct 66

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. HOOTERS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
13	10	17600	OTR	75#13		1	[illegible]	12 23 63	[illegible] 66

28. DIE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	EOD DATA	33. SECURITY REQ NO.	34. SEX
		2				00000	M

35. VET PREFERENCE CODE	36. SERV COMP DATE	37. LONG COMP DATE	38. CAREER CATEGORY CODE	39. FEGLI CODE	HEALTH INS CODE	40. SOCIAL SECURITY NO
1	12 03 52	09 17 57	2	1	—	—

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE CODE	42. LEAVE CAT CODE	43. FEDERAL TAX DATA FORM EXECUTED	CODE	NO. TAX EXEMPTIONS	44. STATE TAX DATA FORM EXECUTED	CODE	NO TAX EXEMP.	STATE CODE
1	6		0	02	—	—		—

45. POSITION CONTROL CERTIFICATION	46. O.P. APPROVAL	DATE APPROVED
10-17-66 AS	[signature]	

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED	23 SEPTEMBER 1966
1. SERIAL NUMBER	007894
2. NAME (Last-First-Middle)	[redacted] Smith Joseph
3. NATURE OF PERSONNEL ACTION	RESIGNATION
4. EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	10 / 08 / 66
5. CATEGORY OF EMPLOYMENT	REGULAR
6. FUNDS	V TO V; V TO CF; CF TO V; XX CF TO CF
7. COST CENTER NO. CHARGEABLE	7135-0633
8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS	DDP/WH FOREIGN FIELD BRANCH 4 BUENOS AIRES, ARGENTINA STATION
10. LOCATION OF OFFICIAL STATION	BUENOS AIRES, ARGENTINA
11. POSITION TITLE	OPS OFFICER
12. POSITION NUMBER	0084
13. CAREER SERVICE DESIGNATION	D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	GS
15. OCCUPATIONAL SERIES	0136.01
16. GRADE AND STEP	14 5
17. SALARY OR RATE	$ 17198

18. REMARKS

FROM: SAME

CAPPARRIS WILL RESIGN EFFECTIVE CLOSE OF BUSINESS 8 OCTOBER 1966.

1 - Security
1 - Finance

18A. SIGNATURE OF REQUESTING OFFICIAL	(signature) Robert D. Cashman, C/WH/Personnel
DATE SIGNED	26 Sept 66
18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	(signature)
DATE SIGNED	14 Oct. 66

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	45
20. EMPLOY. CODE	10
21. OFFICE CODING (NUMERIC / ALPHABETIC)	
22. STATION CODE	
23. INTEGREE CODE	
24. HOURS CODE	B
25. DATE OF BIRTH (MO. DA. YR.)	06 12 31
26. DATE OF GRADE	
27. DATE OF LEI	
28. ... DATE EXPIRES	
29. SPECIAL REFERENCE	
30. RETIREMENT DATA (1-CSC, 2-FICA, 3-NONE)	
31. SEPARATION DATA CODE	1R 0091
32. CORRECTION/CANCELLATION DATA	
EOD DATA	
33. SECURITY REQ NO.	
34. SEX	
35. VET. PREFERENCE (0-NONE, 1-5 PT., 2-10 PT.)	
36. SERV. COMP. DATE	
37. LONG COMP. DATE	
38. CAREER CATEGORY	
39. FEGLI / HEALTH INSURANCE	
40. SOCIAL SECURITY NO.	
41. PREVIOUS GOVERNMENT SERVICE DATA (0-No previous service; 1-No break in service; 2-Break in service less than 3 years; 3-Break in service more than 3 years)	
42. LEAVE CAT. CODE	
43. FEDERAL TAX DATA	
44. STATE TAX DATA	
45. POSITION CONTROL CERTIFICATION	10-17-66 N
46. C.P. APPROVAL	(signature)
DATE APPROVED	

FORM 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

G 53

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

XXB

DATE PREPARED: 21 February 1966

1. SERIAL NUMBER: 007894

2. NAME (Last-First-Middle): [redacted]

3. NATURE OF PERSONNEL ACTION: DESIGNATION AS A PARTICIPANT IN THE CIA RETIREMENT AND DISABILITY SYSTEM

4. EFFECTIVE DATE REQUESTED: MONTH 03 DAY 13 YEAR 66

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V / V TO CF / CF TO V / X CF TO CF

7. COST CENTER NO. CHARGEABLE: 6135-0633

8. LEGAL AUTHORITY (Completed by Office of Personnel): PL 88-643 Sect. 203

9. ORGANIZATIONAL DESIGNATIONS:
DDP/WH
FOREIGN FIELD
UNASSIGNED

10. LOCATION OF OFFICIAL STATION: BUENOS AIRES, ARGENTINA

11. POSITION TITLE: OPS OFFICER

12. POSITION NUMBER: 0000

13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS

15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: 14 5

17. SALARY OR RATE: $ 16,712

18. REMARKS:
EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.

18A. SIGNATURE OF REQUESTING OFFICIAL | DATE SIGNED | 18B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER | DATE SIGNED

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. VOUCHERS CODE	25. DATE OF BIRTH MO.	DA.	YR.	26. DATE OF GRADE MO.	DA.	YR.	27. DATE OF LEI MO.	DA.	YR.
32	10	51623	WH	09041		3	06	16	21	12	23	62	12	19	65

28. NTE EXPIRES (MO. DA. YR.) | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA (1—CSC, 2—FICA, 3—NONE) CODE 2 | 31. SEPARATION DATA CODE | 32. CORRECTION CANCELLATION DATA (TYPE, MO. DA. YR.) | EOD DATA | 33. SECURITY REQ. NO. | 34. SEX

35. VET. PREFERENCE (CODE: 0—NONE, 1—5 PT., 2—10 PT.) | 36. SERV. COMP. DATE (MO. DA. YR.) | 37. LONG. COMP. DATE (MO. DA. YR.) | 38. CAREER CATEGORY (CAR. RESV. PROV. TEMP. CODE) | 39. FEGLI/HEALTH INSURANCE (CODE: 0—WAIVED, 1—YES; HEALTH INS. CODE) | 40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE: 0—NO PREVIOUS SERVICE, 1—NO BREAK IN SERVICE, 2—BREAK IN SERVICE (LESS THAN 3 YEARS), 3—BREAK IN SERVICE (MORE THAN 3 YEARS)) | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA (FORM EXECUTED 1—YES 2—NO, CODE, NO. TAX EXEMPTIONS) | 44. STATE TAX DATA (FORM EXECUTED 1—YES 2—NO, CODE, NO. TAX EXEMP., STATE CODE)

45. POSITION CONTROL CERTIFICATION: 030166 JJ

46. O.P. APPROVAL: See memo signed by D/Pers dated 25 FEB 1966

DATE APPROVED: 28 Feb 66

FORM 8-63 1152 USE PREVIOUS EDITION

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

XXB

DATE PREPARED: 25 APRIL 1963

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
7294 / 035455	Smith, Joseph B. [redacted]

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED (Month / Day / Year)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	05 / 12 / 63	REGULAR

6. FUNDS		V TO V		V TO CF	7. COST CENTER NO. CHARGEABLE	8. LEGAL AUTHORITY (Completed by Office of Personnel)
		CF TO V	X	CF TO CF	3135-5050-1000	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP WH BRANCH 2 BUENOS AIRES, ARGENTINA STATION EE UNIT	BUENOS AIRES, ARGENTINA

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER	0651	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	14 3	$ 13695 ✓

18. REMARKS

FROM: DDP/WH/2/BUENOS AIRES/BAF-848

Recorded by CSPD [initials]

19A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
[signature] ROBERT D. CASHMAN, C/WH/PERS	4/25/63	[signature]	29 Apr 63

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOYEE CODE	21. OFFICE CODING (Numeric / Alphabetic)	22. STATION CODE	23. INTEGREE CODE	24. VOUCHER CODE	25. DATE OF BIRTH (Mo. Da. Yr.)	26. DATE OF GRADE (Mo. Da. Yr.)	27. DATE OF LEI (Mo. Da. Yr.)
37	10	64650 WH	64091		3	26 1 21		

28. NTE EXPIRES (Mo. Da. Yr.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE)	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA	33. SECURITY REQ. NO.	34. SEX
				EOD DATA		

35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA
			27 APR 63

45. POSITION CONTROL CERTIFICATION	46. O.P. APPROVAL	DATE APPROVED
W. Keeney 05/06/63	[signature]	[handwritten]

FORM 1152 OBSOLETE PREVIOUS EDITION AND FORM 1152A.

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

XB

DATE PREPARED: 18 DECEMBER 1962

1. SERIAL NUMBER	~~036155~~ V C078914
2. NAME (Last-First-Middle)	[redacted] Smith, Joseph B.
3. NATURE OF PERSONNEL ACTION	PROMOTION
4. EFFECTIVE DATE REQUESTED (Month / Day / Year)	12 / 23 / 62
5. CATEGORY OF EMPLOYMENT	REGULAR
6. FUNDS	V TO V; V TO CF; CF TO V; X CF TO CF
7. COST CENTER NO. CHARGEABLE	3135-5050-1000
8. LEGAL AUTHORITY (Completed by Office of Personnel)	
9. ORGANIZATIONAL DESIGNATIONS	DDP WH BRANCH 2 BUENOS AIRES, ARGENTINA STATION
10. LOCATION OF OFFICIAL STATION	BUENOS AIRES, ARGENTINA
11. POSITION TITLE	OPS OFFICER
12. POSITION NUMBER	0848
13. CAREER SERVICE DESIGNATION	D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	GS
15. OCCUPATIONAL SERIES	0136.01
16. GRADE AND STEP	14 3
17. SALARY OR RATE	$ ~~12,845~~ 13,695

18. REMARKS

FROM: SAME

Approved by CSPD

[signature]

19A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
P. C. BOWERS C/WH/PERSONNEL [signature]	18 Dec 62	[signature]	18 Dec 62

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING – NUMERIC	21. OFFICE CODING – ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. ROUTING CODE	25. DATE OF BIRTH (Mo. Da. Yr.)	26. DATE OF GRADE (Mo. Da. Yr.)	27. DATE OF LEI (Mo. Da. Yr.)
22	10	64650	WH	04041		3	06 16 21	12 23 62	12 23 62

28. DTE EXPIRES (Mo. Da. Yr.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 = CSC, 2 = FICA, 3 = NONE)	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	EOD DATA	33. SECURITY REQ. NO.	34. SEX
	80						

35. VET. PREFERENCE (0 = NONE, 1 = 5 PT., 2 = 10 PT.)	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA
0 = NO PREVIOUS SERVICE 1 = NO BREAK IN SERVICE 2 = BREAK IN SERVICE (LESS THAN 3 YRS) 3 = BREAK IN SERVICE (MORE THAN 3 YRS)			

45. POSITION CONTROL CERTIFICATION	46. O.P. APPROVAL	DATE APPROVED
[signature] 12/20/62	Joseph B. [signature]	19 Dec 62

FORM 4-62 1152 OBSOLETE PREVIOUS EDITION AND FORM 1152a.

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 5 April 1962

XXB

1. SERIAL NUMBER: 036455

2. NAME (Last-First-Middle): Smith, Joseph B [redacted]

3. NATURE OF PERSONNEL ACTION: EXCEPTED APPOINTMENT Care

4. EFFECTIVE DATE REQUESTED: MONTH 05 DAY 27 YEAR 62

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO V | V TO CF | CF TO V X | CF TO CF

7. COST CENTER NO. CHARGEABLE: 2135-5050-1000

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS:
DDP WH
BRANCH 2
BUENOS AIRES, ARGENTINA STATION

10. LOCATION OF OFFICIAL STATION: BUENOS AIRES, ARGENTINA

11. POSITION TITLE: OPERATIONS OFFICER (D)

12. POSITION NUMBER: *RAF-848

13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS (12)

15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: 13 ~~5~~ 5

17. SALARY OR RATE: $ ~~11,075~~ 11,675

18. REMARKS:

C-09/54

*Personal rank assignment in accordance with HR 20-21b.(2) for a maximum period of two years. The only qualified person available for assignment to a position which must be filled immediately.

Approved for Chairman, PRC
Charles W. Carter
25 Apr '62

RECORDED CSPD

19A. SIGNATURE OF REQUESTING OFFICIAL: [signature]
P. C. BOWERS C/WH/Personnel

DATE SIGNED

19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER

DATE SIGNED

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING (NUMERIC)	21. OFFICE CODING (ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. HOURS CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27.
13	10	64659	WH	00011		3	06/16/21	10/09/55	10/01/61

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 = CSC, 3 = FICA, 2 = NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	EOD DATA	33. SECURITY REQ. NO.	34. SEX
	80	1				072891	M 1

35. VET. PREFERENCE CODE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. MIL. SERV. CREDITED	39. FEGLI / HEALTH INSURANCE CODE	HEALTH INS. CODE	40. SOCIAL SECURITY NO.
1	10/03/48	09/12/51	C	1		

41. PREVIOUS GOVERNMENT SERVICE DATA CODE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA CODE	NO. TAX EXEMPTIONS	44. STATE TAX DATA FORM EXECUTED	CODE	NO. TAX EXEMP.	STATE CODE
1	6	0	2 —	—	—	—	—

45. POSITION CONTROL CERTIFICATION: GD 1 MAY 1962

46. O.P. APPROVAL: Joseph B. Haggard Jr.

DATE APPROVED: 26 Apr 62

FORM 8-61 1152 USE PREVIOUS EDITION.

SECRET

(4)

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 5 April 1962

1. SERIAL NUMBER	2. NAME (Last-First-Middle)
007894	SMITH, Joseph B.

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE REQUESTED (MONTH / DAY / YEAR)	5. CATEGORY OF EMPLOYMENT
RESIGNATION	05 / 26 / 62	REGULAR

6. FUNDS	X	V TO V		V TO CF	7. COST CENTER NO. CHARGEABLE	8. LEGAL AUTHORITY (Completed by Office of Personnel)
		CF TO V		CF TO CF	2235-1000-1000	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP WH BRANCH 1 VENEZUELA SECTION	WASHINGTON, D. C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPERATIONS OFFICER (D)	505	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS (14)	0136.01	13 5	11,675

18. REMARKS

19A. SIGNATURE OF REQUESTING OFFICIAL	DATE SIGNED	19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER	DATE SIGNED
P. C. BOWERS/ C/WH/Personnel		[signature]	2? Apr 62

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING	22. STATION CODE	23. INTEGRITY CODE	24. POSITION CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
45	10				1	05 16 21		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA		33. SECURITY REQD. NO.	34. SEX
		100093			EOD DATA		

35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. MIL. SERV. CREDITED	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA
0 = NO PREVIOUS SERVICE 1 = NO BREAK IN SERVICE 2 = BREAK IN SERVICE (LESS THAN 12 MOS.) 3 = BREAK IN SERVICE (MORE THAN 12 MOS.)		FORM EXECUTED 1 = YES 2 = NO	FORM EXECUTED 1 = YES 2 = NO

45. POSITION CONTROL CERTIFICATION	46. O.P. APPROVAL	DATE APPROVED
[initials] 31 May	Herman F. Hoggan [signature]	26 Apr 62

14-00000

SECRET
(When Filled In)

EMPLOYEE NOTICE OF RESIGNATION

I RESIGN EFFECTIVE ____________ (Date) FOR THE FOLLOWING REASON:

MY LAST WORKING DAY WILL BE:	DATE SIGNED	SIGNATURE OF EMPLOYEE
		[signature]

FORWARD COMMUNICATIONS, INCLUDING SALARY CHECKS AND BONDS, TO THE FOLLOWING ADDRESS (Number, Street, City, Zone, State)

INSTRUCTIONS

Items 1 thru 7 and Items 9 thru 18a - The initiating office should fill in each of the referenced items. Items 3 thru 7 and 9 thru 18 require information which pertains only to the action requested, and NOT to the current status of the employee unless specific items remain unchanged.

Item 5 - "Category of Employment" should show one of the following entries:

Regular	Summer	WAE
Part Time	Detail Out	Consultant
Temporary	Detail In	Military
Temporary - Part Time		

Item 9 - "Organizational Designations" should show all levels of organization pertinent to identifying the location of the position:

FIRST LINE: Major Component (Director, Deputy Director, etc.)
Office, Major Staff, etc.
Division or Staff (subordinate to first line)
Branch
Section
Unit

Item 11 - "Position Title" should reflect the standard abbreviated title given in the most current edition of the Position Control Register or reported on Form 261, Staffing Complement Change Authorization.

Item 18b - Signature should be that of the official authorized to approve for the Career Service to which the employee belongs. If more than one Career Service is involved, the gaining Career Service should approve and the other Career Service should concur in Item 18, Remarks.

ROUTING - The original only of this form will be forwarded to the Office of Personnel through the appropriate Career Service official(s). In the case of requests specified in HB 20-800-1, which require advance approval of or notification to the Office of Security or the Office of the Comptroller, one copy only will be sent to the Office(s) concerned.

SECRET

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 25 August 1961

1. SERIAL NUMBER: 007894

2. NAME (Last-First-Middle): SMITH, Joseph B.

3. NATURE OF PERSONNEL ACTION: REASSIGNMENT

4. EFFECTIVE DATE REQUESTED: MONTH 09 DAY 15 YEAR 61

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: X V TO V | CF TO V | V TO CF | CF TO CF

7. COST CENTER NO. CHARGEABLE: 2235-1000-1000

8. LEGAL AUTHORITY (Completed by Office of Personnel)

9. ORGANIZATIONAL DESIGNATIONS:
DDP WH
BRANCH 1
VENEZUELA SECTION

10. LOCATION OF OFFICIAL STATION: WASHINGTON, D. C.

11. POSITION TITLE: OPS OFFICER (D)

12. POSITION NUMBER: -505

12a. PCR CONTROL NO.

13. CAREER SERVICE DESIGNATION: D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS (14)

15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: 13 4

17. SALARY OR RATE: $11415

18. REMARKS

(From: DDP/WH/1/Venezuela Sec/459/D.C.)

Staffing complement change.

Recorded by OCRD 9/12 [illegible]

19A. SIGNATURE OF REQUESTING OFFICIAL: for P. C. BOWERS WH/Personnel Officer

19B. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [signature]

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

20. ACTION CODE	21. EMPLOY. CODE	22. STATION CODE NUMERIC	ALPHABETIC	23. STATE CS CODE	24. INTEGRITY	25. POSITION CODE	26. DATE OF BIRTH	28. DATE OF GRADE	27. DATE OF LEI
37	12	1435	[illegible]				06 16 21		

29. DATE EXPIRES | 30. SPECIAL REFERENCE | 31. RETIREMENT DATA | 32. SEPARATION DATA CODE | 33. CORRECTION/CANCELLATION DATA | EOD DATA | 34. SECURITY FILE NO. | 35. SEX

36. VET. PREFERENCE | 37. SERV. COMP. DATE | 38. LONG. COMP. DATE | 39. MIL. SERV. CREDITED | 40. HEALTH INSURANCE | 41. SOCIAL SECURITY NO.

42. PREVIOUS GOVERNMENT SERVICE DATA | 43. LEAVE CAT. CODE | 44. FEDERAL TAX DATA | STATE TAX DATA

45. POSITION CONTROL CERTIFICATION: [signature] 09/1?/61

46. O.P. APPROVAL: [signature]

14-00000

SECRET
(When Filled In)

REQUEST FOR PERSONNEL ACTION

DATE PREPARED: 19 July 1961

1. SERIAL NUMBER: 007894
2. NAME (Last-First-Middle): SMITH, JOSEPH B.
3. NATURE OF PERSONNEL ACTION: REASSIGNMENT
4. EFFECTIVE DATE REQUESTED: MONTH 08 DAY 27 YEAR 61
5. CATEGORY OF EMPLOYMENT: REGULAR
6. FUNDS: X V TO V | CF TO V | V TO CF | CF TO CF
7. COST CENTER NO. CHARGEABLE: 2235 1000 1000
8. LEGAL AUTHORITY (Completed by Office of Personnel):
9. ORGANIZATIONAL DESIGNATIONS: DDP WH / BRANCH 1 / VENEZUELA SECTION
10. LOCATION OF OFFICIAL STATION: WASHINGTON, D. C.
11. POSITION TITLE: OPS OFFICER (D)
12. POSITION NUMBER: 1169-459
12a. PCN CONTROL NO.:
13. CAREER SERVICE DESIGNATION: D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS (13)
15. OCCUPATIONAL SERIES: 0136.01
16. GRADE AND STEP: 13 4
17. SALARY OR RATE: $11415

18. REMARKS

(FROM: DDP/CA Staff/Prop.Grp./356/D.C.) Try 3

1 copy to Security.

Release date to WH [illegible]

Recorded by CSPD

Security Approval Granted by Pers. SD/OS 7/31/61

CONCURRENCE: [signature] for CHARLES J. FRANCIS, CA/Support Group

18a. SIGNATURE OF REQUESTING OFFICIAL: PC Bowers

18b. SIGNATURE OF CAREER SERVICE APPROVING OFFICER: [signature]

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING (NUMERIC)	21. OFFICE CODING (ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. POSITION CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	10	64300	WH	75013			06/16/21		

EOD DATA

45. POSITION CONTROL CERTIFICATION: W. Kinney 08/23/61

46. O.P. APPROVAL: [signature]

FORM 1152 OBSOLETE PREVIOUS EDITIONS AND FORM 1152A.

SECRET

14-00000

REQUEST FOR PERSONNEL ACTION

12 Sept. 1960

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo. Da. Yr.)	4. Vet. Pref.	Code	5. Sex	6. CS - EOD (Mo. Da. Yr.)
107894	SMITH JOSEPH B	06 16 21	None-0 5 Pt-1 10 Pt-2	1	M 1	09 17 51

7. SCD (Mo. Da. Yr.)	8. CSC Retmt. (Yes-1 No-2)	Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. (Mo. Da. Yr.)	11. FEGLI (Yes-1 No-2)	Code	12. LCD (Mo. Da. Yr.)	13. Mil. Serv. Credit. LCD (Yes-1 No-2)	Code
10 03 48		1	50 USCA 403 J				09 17 51		2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP COVERT ACTION STAFF PROPAGANDA GROUP MEDIA BRANCH	4230	WASH., D.C.	75013

16. Dept. - Field (Dept - USfld - Frgn -)	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
	1	OPS OFFICER	0399	GS	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade (Mo. Da. Yr.)	25. PSI Due (Mo. Da. Yr.)	26. Appropriation Number
13 4	$ 11415 ~~10610~~	D	10 09 55	10 01 61	0221 1000 1000

ACTION

27. Nature Of Action	Code	28. Eff. Date (Mo. Da. Yr.)	29. Type Of Employee	Code	30. Separation Data
Reassignment	37	10 02 60	Regular	10	

3

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP CA Staff Propaganda Group Guidance Branch	[illegible]	Wash., D. C.	[illegible]

33. Dept. - Field (Dept - USfld - Frgn -)	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
	1	Ops Officer	0356	GS	0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo. Da. Yr.)	42. PSI Due (Mo. Da. Yr.)	43. Appropriation Number
13 4	$ 11415	D	10 09 55	10 01 61	1221-1000-1000

SOURCE OF REQUEST

A. Requested By (Name And Title): Charles J. Francis, Chief, Support Group

B. For Additional Information Call (Name & Telephone Ext.): Betty R. Weyland x 3625

C. Request Approved By (Signature And Title): J. FOSTER COLLINS, Chief, CA Staff

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board	[signature]	9/27/60	D. Placement		
B. Pos. Control		9-29-60	E.		
C. Classification			F. Approved By	[signature]	

Remarks:
Action to correct slotting.

LCD 4-3-60

CSPD

FORM NO. 1132
1 MAR 57

14-00000

SECRET (When Filled In)

COPY

REQUEST FOR PERSONNEL ACTION

1. Serial No	2. Name (Last-First-Middle)	3. Date Of Birth Mo.	Da	Yr.	4. Vet. Pref	5. Sex	6. CS EOD Mo.	Da.	Yr.
107894	SMITH, Joseph B.	06	16	21		M A	09	17	51

7. SCD Mo.	Da.	Yr.	8. CSC Retire Code	9. CSC Or Other Legal Authority	10. Appt. Affidav Mo.	Da.	Yr.	11. FEGLI Code	12. LCD Mo	Da	Yr.	13. Code
10	03	48	1	50 USCA 403 J				1	09	17	51	2

CURRENT ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP FE Branch 3 Philippines Station PP Section	5161	Manila R. P.	57557

16. Dept. - Field Code	17. Position Title	18. Position No.	19. Serv	20. Occup. Series
5	Ops Off	0710	GS	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo.	Da	Yr.	25. PSI Due Mo.	Da.	Yr.	26. Appropriation Number
13 4	$ 10610	DP	10	09	55	10	05	58	8 3780 55 006

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo.	Da.	Yr.	29. Type Of Employee	Code	30. Separation Data
Reassignment & Transfer to Vouchered Funds	02	05	29	60	Regular	01	

PROPOSED ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP Covert Action Staff Propaganda Group Media Branch	4230	Wash., D. C.	75013

33. Dept. - Field Code	34. Position Title	35. Position No	36. Serv	37. Occup. Series
2	Ops Officer	0399	GS	0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo.	Da.	Yr.	42. PSI Due Mo.	Da.	Yr.	43. Appropriation Number
13 4	$ 10610	D	10	09	55	10	01	61	0221 1000 1000

SOURCE OF REQUEST

A. Requested By (Name And Title): Charles J. Francis, Chief, Support Group

B. For Additional Information Call (Name & Telephone Ext.): Betty R. Weyland x 3625

C. Request Approved By (Signature And Title): J. FOSTER COLLINS, Chief, CA Staff

Date Approved:

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement		
B. Pos. Control			E.		
C. Classification			F. Approved B.		

Remarks:

Two copies to Security

CONCUR: ______________

☐ Continued on Reverse Side

FORM 1152

SECRET

SECRET
(When Filled In)

NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
Smith, Joseph B.	[illegible] - Jean	59-44D

There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on 16 September 1958

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE	SIGNATURE OF OCD REPRESENTATIVE
2 9 [illegible] 1958	B. DeFelice

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

FORM 1076 USE PREVIOUS EDITIONS.

SECRET

(4-21-55)

14-00000

REQUEST FOR PERSONNEL ACTION

3 February 1958

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo. Da. Yr.)	4. Vet. Pref. (None-0, 5 Pt-1, 10 Pt-2) Code	5. Sex	6. CS - EOD (Mo. Da. Yr.)
[illegible]	[illegible] JOSEF [illegible]	[illegible]	1	[illegible]	[illegible]

7. SCD (Mo. Da. Yr.)	8. CSC Retmt. (Yes-1, No-2) Code	9. CSC Or Other Legal Authority	10. Apmt. Affidavit (Mo. Da. Yr.)	11. FEGLI (Yes-1, No-2) Code	12. LCD (Mo. Da. Yr.)	13. Code (Yes-1, No-2)
[illegible]	[illegible]	[illegible]		/	[illegible]	[illegible]

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP FE Br 5 OFFICE OF THE CHIEF	121	[illegible]	[illegible]

16. Dept. - Field (Dept - USfld - Frgn -) Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
[illegible]	AREA OPS OF [illegible]	[illegible]	GS	0136.[illegible]

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade (Mo. Da. Yr.)	25. PSI Due (Mo. Da. Yr.)	26. Appropriation Number
[illegible]	$ [illegible]	[illegible]	[illegible]	[illegible]	[illegible]

ACTION

27. Nature Of Action	Code	28. Eff. Date (Mo. Da. Yr.)	29. Type Of Employee	Code	30. Separation Data
Reassignment (V to UV)	35	02 07 58	— OK [illegible] FE Regular	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP/FE Branch 3 - Philippines Station PP Section	5161	Manila, R. P.	57557

33. Dept. - Field (Dept - USfld - Foreign) Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
	Ops Off (PP)	710	GS	0136.31

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo. Da. Yr.)	42. PSI Due (Mo. Da. Yr.)	43. Appropriation Number
	$		10 10 [illegible]	10 [illegible] 58	8-3780-55-006

SOURCE OF REQUEST

A. Requested By (Name And Title): Ronald [illegible] (signature)

B. For Additional Information Call (Name & Telephone Ext.): Jimmie Dewberry, Ext 2957

C. Request Approved By (Signature And Title): [illegible signature], Chief [illegible] DDP [illegible]

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement	[illegible signature]	[illegible]
B. Pos. Control	[illegible]	[illegible]	E.		
C. Classification			F. Approved By	Robert [illegible]	[illegible]

Remarks: 2 copies to Security.

W 4-1 D4 attached

Conc. [illegible] [illegible]
8 Feb [illegible]

FORM NO. 1152
1 MAR 57

14-00000

SECRET
(When Filled In)

DD/P PERSONNEL DATA SHEET

NAME: SMITH, JOSEPH B. AGE: 16 JUN 1921 DATE: 3 FEB 1958

STATION MANILA, R.P. AND DUTIES: OPS OFF (PP) DD/P UNIT: FE REASSIGNMENT PRIMARY CAREER DESIGNATION: DP

PRESENT GRADE: GS-13 PRESENT T/O SLOT NUMBER AND GRADE: BF-3369 GS-14
PROPOSED GRADE: GS-13
CIA TRAINING: ORIENT, BASIC & ADVANCED PSYCH. WARFARE SEMINAR, F&S BRIEFING, BOC, CPO, OC, PROPOSED T/O SLOT NUMBER AND GRADE: BFF-710 GS-14

EDUCATION: 1943 HARVARD, AB IN HISTORY; 1943-44 YALE, 36 SEM HRS IN FE POLITICS; 1947-48 JOHNS HOPKINS, 6 SEM HRS GOVT; 1950 U OF PENN, MA IN HISTORY
LANGUAGE PROFICIENCY: JAPANESE-LIMITED; GERMAN-LIMITED

ASSESSED: DATE: TYPE OF POSITION: RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):
1943-46 JAPANESE LANGUAGE SPECIALIST, US ARMY
1946-51 ASST PROFESSOR OF HISTORY, DICKINSON COLLEGE

SUMMARY OF CIA-SSU-OSS ASSIGNMENTS INCLUDING PREVIOUS GRADES AND DATES:
17 SEP 51 EOD, IO, GS-9, OPC/FE, PLANS BRANCH, WASHINGTON, D.C.
30 MAR 52 PROMOTION, OPS OFF, GS-11, OPC/FE, PLANS & OPS BR, WASH., D.C.
26 APR 53 PROMOTED TO GS-12
20 DEC 53 REASSIGNED AS IO, GS-12, DDP/FE, MALAYA STATION
1 APR 54 ARRIVED SINGAPORE, PCS
9 OCT 55 PROMOTION, OPS OFF (PP), GS-13, DDP/FE, SINGAPORE
13 JUL 56 RETURNED TO HEADQUARTERS, PCS
2 DEC 56 REASSIGNED AS AREA OPS OFF (CH), MALAYA & AUSTRALIA SEC, WASH.
1 APR 57 REASSIGNED AS ACTING DEPUTY CHIEF, FE/5
17 NOV 57 REASSIGNMENT, AREA OPS OFF (D CH), GS-13, DDP/FE, WASH., D.C.

RECOMMENDED BY: CONCURRENCES:

ARTHUR P. FRIZZELL, CFE/3

RECOMMENDATION OF CAREER SERVICE BOARD:

FORM NO. 965 1 MAR 57 SECRET

14-00000

Classify According To Content

REQUEST FOR PERSONNEL ACTION 26 Sept. 1957

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth Mo / Da / Yr	4. Vet. Pref.	Code	5. Sex	6. CS - EOD Mo / Da / Yr
	SMITH, Joseph B.	06 / 16 / 21		1	M	

7. SCD Mo / Da / Yr	8. CSC Retmt. Yes - 1 No - 2	Code	9. CSC Or Other Legal Authority	10. Apmt. Affidavit Mo / Da / Yr	11. FEGLI Yes - 1 No - 2	Code	12. LCD Mo / Da / Yr	13. Yes - 1 No - 2	Code
						1			

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP/FE Branch 5 Malaya and Australia Section Office of the Chief		Washington, D.C.	

16. Dept. - Field	Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
Dept.		Area Ops Off (Ch)	303	GS	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo / Da / Yr	25. PSI Due Mo / Da / Yr	26. Appropriation Number
13 2	$9205.00	DP			8-3700-20

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo / Da / Yr	29. Type Of Employee	Code	30. Separation Data
Reassignment			Regular		

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP/FE Branch 5 Office of the Chief	5121	Washington, D.C.	75013

33. Dept. - Field	Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
Dept.		Area Ops Off (D Br Ch)	302 / 10	GS	0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo / Da / Yr	42. PSI Due Mo / Da / Yr	43. Appropriation Number
13 2	$9205.00	DP	10 / 10 / 1953	10 / 10 / 58	8-3700-20

SOURCE OF REQUEST

A. Requested By (Name And Title)	C. Request Approved By (Signature And Title)
Ronald Gage, Chief, FE/Personnel	Service Rec'd 5 NOV 1957
B. For Additional Information Call (Name & Telephone Ext.)	
Jimmie Dewberry x 2957	

CLEARANCES

Clearance	Signature	Date	Clearance	Signature	Date
A. Career Board			D. Placement	[signature]	
B. Pos. Control		11/1/57			
C. Classification			E. Approved By	Edward W. Shurey	6 NOV

Remarks

[signature]

FORM 1152a 3-57

14-00000

SECRET
(When Filled In)

DD/P PERSONNEL DATA SHEET

NAME: SMITH, JOSEPH B. AGE: 16 JUNE 1921 DATE: 26 SEP 57

STATION AND DUTIES: WASHINGTON, D.C. AREA OPS OFF (D BR CH)
DD/P UNIT: FE REASSIGNMENT
PRIMARY CAREER DESIGNATION: DP

PRESENT GRADE: GS-13
PROPOSED GRADE: GS-13
PRESENT T/O SLOT NUMBER AND GRADE: BF-303 GS-13/14
CIA TRAINING: ORIENT, BASIC & ADVANCED PSYCH. WARFARE SEMINAR, F&S BRIEFING, BOC, CFO, OC,
PROPOSED T/O SLOT NUMBER AND GRADE: BF-3369 GS-14

EDUCATION: AB IN HISTORY, 1943, HARVARD; 36 SEM HRS IN FE POLITICS, 1943-44, YALE; 6 SEM HRS GOV, 1947-48, JOHN HOPKINS; MA, HISTORY, U OF PENN 1950
LANGUAGE PROFICIENCY: JAPANESE - LIMITED;

ASSESSED: DATE: TYPE OF POSITION: RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):
1943-46, JAPANESE LANGUAGE SPECIALIST, US ARMY
1946-51, ASST PROFESSOR OF HISTORY, DICKINSON COLLEGE

SUMMARY OF CIA-SSU-OSS ASSIGNMENTS INCLUDING PREVIOUS GRADES AND DATES:
17 SEP 51, EOD, IO, GS-9, OPC/FE, PLANS BRANCH, WASHINGTON, D. C.
30 MAR 52, PROMOTION, OPS OFF, GS-11, OPC/FE, PLANS & OPS BR., WASHINGTON
26 APR 53, PROMOTION TO GS-12
20 DEC 53, REASSIGNED AS IO, GS-12, DDP/FE, MALAYA STATION
1 APR 54, ARRIVED SINGAPORE, PCS
9 OCT 55, PROMOTION, OPS OFF (PP), GS-13, DDP/FE, SINGAPORE
13 JUL 56, RETURNED TO HEADQUARTERS, PCS
DEC 56, REASSIGNED AS AREA OPS OFF (CH), MALAYA & AUSTRALIA, SEC. WASH.
APR 57, REASSIGNED AS ACTING DEPUTY CHIEF, FE-5

RECOMMENDED BY: CONCURRENCES:

JOSEPH W. SMITH, CFE/5

RECOMMENDATION OF CAREER SERVICE BOARD:

S-E-C-R-E-T

This Notice Expires 3 October 1957

CSN NO. 1-138

CLANDESTINE SERVICES
NOTICE NO. 1-138

ORGANIZATION
3 September 1957

PERSONNEL ANNOUNCEMENT

FE DIVISION

Announcement is made of the appointment, effective 3 September 1957, of Mr. Joseph W. Smith as Chief, FE/5, vice Mr. Joseph B. Smith, Acting Chief. Mr. Joseph B. Smith has resumed his position of Deputy Chief, FE/5.

FRANK G. WISNER
Deputy Director (Plans)

Released by:
Richard Helms
Chief of Operations

S-E-C-R-E-T

S-E-C-R-E-T

This Notice Expires 9 September 1957

CLANDESTINE SERVICES
NOTICE NO. 1-131

CSN NO. 1-131

ORGANIZATION
7 August 1957

PERSONNEL ANNOUNCEMENT

FE DIVISION

Announcement is made of the designation, effective 5 August 1957, of Mr. Joseph B. Smith as Acting Chief, FE/5, vice Mr. Robert H. Linn, reassigned.

FRANK G. WISNER
Deputy Director (Plans)

Released by:
Richard Helms
Chief of Operations

S-E-C-R-E-T

FE/PT

S-E-C-R-E-T

This Notice expires 15 May 1957

AMENDMENT TO
FE NOTICE NO. 1-46

ORGANIZATION
20 March 1957

FAR EAST DIVISION NOTICE

SUBJECT: Personnel Assignment

The designation of Mr. Joseph B. Smith as Acting Deputy Chief, FE/5 is effective 1 April 1957.

Alfred C. Ulmer Jr.
ALFRED C. ULMER, JR.
Chief, Far East Division

Distribution:
FE Staffs and Branches
SSA/DDS
RI

S-E-C-R-E-T

S-E-C-R-E-T

This Notice expires 15 May 1957

FE NOTICE NO. 1-46

ORGANIZATION
20 March 1957

FAR EAST DIVISION NOTICE

SUBJECT: Personnel Assignment

Effective 15 April 1957, Mr. Joseph B. Smith is designated Acting Deputy Chief, FE/5, vice Mr. John E. MacConnell, reassigned.

Alfred C. Ulmer, Jr.
ALFRED C. ULMER, JR.
Chief, Far East Division

Distribution:
FE Staffs and Branches
SSA/DDS
RI

S-E-C-R-E-T

14-00000

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

VOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. Joseph B. Smith	16 Jun 1921		14 Nov. 56

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
Reassignment

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE
A. PROPOSED:
B. APPROVED: 2 Dec 56

7. C. S. OR OTHER LEGAL AUTHORITY

	FROM—		TO—
8. POSITION TITLE AND NUMBER	Ops Officer (PP) BFF-923		Area Ops Officer (Ch) BF-303.13
9. SERVICE, GRADE, AND SALARY	GS-0136.31-13 $8990.00 P/A		GS-0136.01-13 $8990.00 P/A
10. ORGANIZATIONAL DESIGNATIONS	DDP/FE Branch 5 Malaya		DDP/FE Branch 5 Malaya & Australia Section Office of the Chief
11. HEADQUARTERS	Singapore Station Singapore		Washington, D.C.
12. FIELD OR DEPARTMENTAL	[X] FIELD [ ] DEPARTMENTAL		[ ] FIELD [X] DEPARTMENTAL

A. REMARKS (Use reverse if necessary)
Transfer of funds Unvouchered to Vouchered
WH attached
2 copies to Security

B. REQUESTED BY (Name and title)
Henry P. Gilbert, FE Personnel Officer

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
Dorothy Tweedie x4697

D. REQUEST APPROVED BY:
Signature:
Title:

Approved by
NOV 20 1956
[illegible signature]

13. VETERAN PREFERENCE

NONE	5-PT.	OTHER	5-PT.	10 POINT DISAB.	10 POINT OTHER
			X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL.

SD:DP

15. SEX	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE
M	FROM 7-3745-55-042 TO 7-3700-20	Yes		[ ] CLAIMED [ ] PROVED STATE:

20. STANDARD FORM 50 REMARKS

21. CLEARANCES	INITIAL OR SIGNATURE	DATE
A.		
B. CEIL. OR POS. CONTROL	[initials]	30 NOV 1956
C. CLASSIFICATION		
D. PLACEMENT OR EMPL.	[initials]	11/26/56
E.		
F. APPROVED BY	[signature]	

REMARKS: 26 Nov 56

13-67370-4

SECRET

DD/P PERSONNEL DATA SHEET

NAME: Joseph B. SMITH AGE: 35 DATE: 14 Sept 56

STATION: Washington, D.C.
AND DUTIES: Area Ops. Off. (Ch.) DD/P UNIT: FE

PRIMARY CAREER
DESIGNATION: SD:DP

PRESENT GRADE: GS-13
PROPOSED GRADE: GS-13

PRESENT T/O SLOT BFF-923
NUMBER AND GRADE GS-13

CIA TRAINING: Orient. 2-5 Oct 51; Basic Psych. Warfare Seminar - May 52; Advanced Basic Psych Warfare Seminar-November 52.

PROPOSED T/O SLOT: BF-303
NUMBER AND GRADE: GS-13/14

EDUCATION: 1940-43 - A.B. Harvard University - History, Govt., Economics
1943-44 - Yale, Far East Japanese, Certificate
January 1950 - U. of Pennsylvania, History - M.A.

LANGUAGE PROFICIENCY: Japanese, German

ASSESSED: DATE: TYPE OF POSITION: RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):
1943-1946 - U.S. Army, Cpl., MIS Japanese Language Specialist
1946-1951 - Asst. Professor of History, Dickenson College, Pennsylvania

SUMMARY OF CIA-SSU-OSS ASSIGNMENTS INCLUDING PREVIOUS GRADES AND DATES:
17 Sept 1951 - Excepted appointment, GS-9, OPC/FE/Plans Br., Washington, D.C.
30 Mar 52 - Promotion and reassig., Ops. Off., GS-11, OPC/FE/Plans & Ops Br., Psych Warfare Unit, Wash. D.C.
26 Apr 1953 - Promotion, Ops. Officer GS-12, DDP/FE/Political & Psych Warfare Sec. Wash. D.C.
20 Dec. 1953 - Reass., Intelligence Officer, GS-12, FE/Malaya Station Singapore Malaya - Arrived O/S 1 April 1954)
28 Feb. 1954 - Reass., Ops. Officer PP - GS-12, FE/Branch 5, Singapore, Malaya, - (9 October 1955 - Promotion to GS-13) to Present. Returned to Hqs. July 1956.

RECOMMEND BY: CONCURRENCES:

RECOMMENDATION OF CAREER SERVICE BOARD:

Approved NOV 20 1956
[signature]
Career Service

Subject Prom., GS-13, 9 October 1955
Rank In Grade - 61st of 95

SECRET

14-00000

SECRET

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.–Miss–Mrs.–One given name, initial(s), and surname): Mr. Joseph B. Smith
2. DATE OF BIRTH: 16 June 1921
3. REQUEST NO.:
4. DATE OF REQUEST: 30 Aug. 56

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.): Conversion from FSS Status
B. POSITION (Specify whether establish, change grade or title, etc.):

6. EFFECTIVE DATE
A. PROPOSED: C.O.B. 25 Aug. 1956
B. APPROVED:

7. C.S. OR OTHER LEGAL AUTHORITY:

	FROM		TO
8. POSITION TITLE AND NUMBER	Ops Officer(PP) BFF-923 Info. Officer		Ops Officer (PP) BFF-923
9. SERVICE, GRADE, AND SALARY	GS-0136.31-13 $8990.00 P/A FSS-5 $8015.00 P/A		GS-0136.31-13 $8990.00 P/A
10. ORGANIZATIONAL DESIGNATIONS	DDP/FE Branch 5 – Malaya Singapore Station		DDP/FE Branch 5 – Malaya Singapore Station
11. HEADQUARTERS	Singapore		Singapore
12. FIELD OR DEPARTMENTAL	[X] FIELD [ ] DEPARTMENTAL		[X] FIELD [ ] DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

B. REQUESTED BY (Name and title): Henry P. [illegible], Personnel Officer

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension): Dorothy Tweedie x4697

D. REQUEST APPROVED BY
Signature:
Title:

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5 PT.	10 POINT DISAB.	10 POINT OTHER
			X		

14. POSITION CLASSIFICATION ACTION

NEW	ANS	V.A.	REAL.

SD:DP

15. SEX: M
16. APPROPRIATION: FROM 7-3745-55-042 TO Same
17. SUBJECT TO C.S. RETIREMENT ACT: Yes
18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY):
19. LEGAL RESIDENCE: [ ] CLAIMED [ ] PROVED STATE:

20. STANDARD FORM 50 REMARKS

Concurred in by: D M Collins, PP/Career Service, 31 AUG 1956

21. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL	WLA	[illegible]	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	[signature]	31 Aug 56	
E.			

F. APPROVED BY: Robert A. Snitkin by [signature] 31 Aug '56

14-00000

SECRET

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. Joseph B. Smith	16 June 1921		5 Aug. 55

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
Promotion

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE
A. PROPOSED:
B. APPROVED:

7. C.S. OR OTHER LEGAL AUTHORITY

	FROM—		TO—
8. POSITION TITLE AND NUMBER	Ops Officer (PP) BFF-923-12		Ops Officer (PP) BFF-923-[illegible]
9. SERVICE, GRADE, AND SALARY	GS-0136.31-12 ~~$7240.00~~ 7785 P/A		GS-0136.31-13 $8990.00 P/A
10. ORGANIZATIONAL DESIGNATIONS	DDP/FE Branch 5 ~~Malaya~~		DDP/FE Branch 5 Malaya
11. HEADQUARTERS	~~Singapore Station~~ Singapore, Malaya		Singapore Station Singapore, Malaya
12. FIELD OR DEPARTMENTAL	[X] FIELD [ ] DEPARTMENTAL		[X] FIELD [ ] DEPARTMENTAL SD:BP

A. REMARKS (Use reverse if necessary)

Pers. Data Sheet, Recommendation, Job Description and Fitness Report attached.

B. REQUESTED BY (Name and title)
[signature]
Henry P. Gilbert, FE Personnel Officer

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
Dorothy Tweedie x3780

D. REQUEST APPROVED BY
Signature:
Title:

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5-PT.	10 POINT DISAB	10 POINT OTHER
			X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I.A.	REAL.

SD:BP

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C.S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 6-3745-55-042 TO: Same	Yes		[ ] CLAIMED [ ] PROVED STATE:

21. STANDARD FORM 50 REMARKS

Approved SEP 13 1955
[signature]
PD/Career Service FE

22. CLEARANCES	INITIAL OR SIGNATURE	DATE
A.		
B. CEIL. OR POS. CONTROL	[initials]	[illegible]
C. CLASSIFICATION	[initials]	[illegible]
D. PLACEMENT OR EMPL.	[initials]	9/28/55
E.		

REMARKS: APPROVED BY THE CAREER SERVICE BOARD/COMMITTEE [signature] 16 Aug 1955

F. APPROVED BY [signature] per [illegible] 20 Sept 55

SECRET

SECRET

DD/P

PERSONNEL DATA SHEET

NAME: Joseph B. SMITH AGE: 34 DATE: 9 September 1955

STATION AND DUTIES: Singapore, Malaya Ops Officer DD/P UNIT: FE PRIMARY CAREER DESIGNATION: PP

PRESENT GRADE: GS-12
PROPOSED GRADE: GS-13
CIA TRAINING: Orientation 2-5 Oct 51
Basic Psychological Warfare Seminar - May 52
Advanced " " " " - Nov 52

PRESENT T/O SLOT NUMBER AND GRADE: BFF-923 GS-12/13
PROPOSED T/O SLOT NUMBER AND GRADE: BFF-923 GS-12/13

EDUCATION: 1940 - 1943, A.B. Harvard U, History, Government, Economics
1943 - 1944, Yale, Far East Japanese, Certificate
January 1950, A.M., U of Pennsylvania, History

LANGUAGE PROFICIENCY: Japanese, German

ASSESSED: DATE: TYPE OF POSITION: RESULTS:

EXPERIENCE PRIOR TO CIA (excluding SSU-OSS):

1943 - 1946, U.S. Army, Cpl, MIS Japanese language specialist
1946 - 1951, Ass't Professor of History, Dickenson College, Pennsylvania

SUMMARY OF CIA-SSU-OSS ASSIGNMENTS INCLUDING PREVIOUS GRADES AND DATES:

17 Sep 51 - Excepted appointment, GS-9, OPC/FE/Plans Branch, Washington, D.C.
30 Mar 52 - Prom & Reass., Ops Officer, GS-11, OPC/FE/Plans & Operations Branch Psychological Warfare Unit, Washington, D.C.
26 Apr 53 - Prom, Ops Officer, GS-12, DDP/FE/Political and Psychological Warfare Section, Washington, D.C.
20 Dec 53 - Reass., Intelligence Officer, GS-12, FE/Malaya Station Singapore, Malaya (arrived 1 April 1954)
28 Feb 54 - Reass., Ops Officer (PP), GS-12, FE/Branch 5, Singapore, Malaya

RECOMMENDED BY:
V. O. Goodell
Chief, FE/5

CONCURRENCES:

RECOMMENDATION OF CAREER SERVICE BOARD:

Subject promoted GS-12,
26 April 1953

26 55 11 07 VII 32

OFFICE OF PERSONNEL

SECRET

SECRET

MEMORANDUM FOR: FE/Personnel

FROM : Chief, FE/5

SUBJECT : Promotion of Joseph B. Smith

1. Mr. Joseph Smith holds the position of senior KUCAGE officer in the Singapore/Malaya Mission. In this capacity Mr. Smith has conducted liasion with Smyopia on KUCAGE matters pertaining to his area and has assisted with KUCAGE liason for all of Southeast Asia.

2. The position that Mr. Smith occupies calls for a considerable degree of initiative, diplomacy and resourcefulness. Mr. Smith has demonstrated that he possesses these qualities having desplayed sound judgement in dealing with a service where many policy problems have to be met and solved. In addition, as will be noted from the attached recommendation from the field, the Chief of Station has delegated to Mr. Smith most of the responsibility for the conduct of the KUCAGE program at the station. An integral part of this program has been the development of very useful independent KUBARK/KUCAGE operations by Mr. Smith.

3. Attached is a job description for Mr. Smith which illustrates in more detail the special requirements necessary for the position which he has so ably filled since April 1st of 1954.

4. Mr. Smith is recommended for promotion to GS-13.

V. O. Goodell
Chief, FE/5

SECRET

4-00000

STANDARD FORM 52

SECRET Security Information

REQUEST FOR PERSONNEL ACTION

UNVOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. Joseph B. SMITH	16 June 1921		17 Aug 53

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
Reassignment

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE A. PROPOSED: 20 Dec 53
B. APPROVED:

7. C.S. OR OTHER LEGAL AUTHORITY

FROM—		TO—
Operations Officer (FW) BF-93	8. POSITION TITLE AND NUMBER	Intelligence Officer ~~[illegible]~~ /II S-5-12
GS-132-12 $7040.00 p/a	9. SERVICE, GRADE, AND SALARY	GS-12 (132) $7040.00 p/a/
DDP/FE Political & Psychological Warfare Political & Psychological Warfare Sect.	10. ORGANIZATIONAL DESIGNATIONS	DDP/FE ~~[illegible]~~ - ~~[illegible]/Malaya~~ Malaya Station
Washington, D. C.	11. HEADQUARTERS	Singapore, Malaya
FIELD [ ] DEPARTMENTAL [X]	12. FIELD OR DEPARTMENTAL	[X] FIELD [ ] DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Slot #5 (GS-13 slot)

Transfer TO Unvouchered Funds FROM Vouchered Funds

C# 1074

B. REQUESTED BY (Name and title): Clarence E. Witt, FE Personnel Officer

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension): Alma Weiss, extension 3497

D. REQUEST APPROVED BY
Signature: [signature] Willard
Title: PP/CS

13. VETERAN PREFERENCE

NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I.A.	REAL.

CD: PP

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C.S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 4-3700-20 TO: 4-3745-55-042			[ ] CLAIMED [ ] PROVED STATE:

21. STANDARD FORM 50 REMARKS

E date O.K. per FE Personnel [illegible] 12/4/53

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	[initials]		
E.			

F. APPROVED BY [signature]

SECRET Security Information

14-00000

Standard Form 52

REQUEST FOR PERSONNEL ACTION SECRET Security Information

UNVOUCHERED

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname): Mr. Joseph B. SMITH

2. DATE OF BIRTH: 16 June 1921

3. REQUEST NO.:

4. DATE OF REQUEST: 17 Aug 53

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.): Reassignment
B. POSITION (Specify whether establish, change grade or title, etc.):

6. EFFECTIVE DATE
A. PROPOSED:
B. APPROVED:

7. C.S. OR OTHER LEGAL AUTHORITY

FROM		TO
Operations Officer (PW) BP-93	8. POSITION TITLE AND NUMBER	Intelligence Officer (~~FI~~) S-5-12
GS-12-12 $7040.00 p/a	9. SERVICE, GRADE, AND SALARY	GS-12 $7040.00 p/a
DDP/FE Political & Psychological Warfare Political & Psychological Warfare Sect.	10. ORGANIZATIONAL DESIGNATIONS	DDP/FE ~~Indonesia/Malaya~~ Malaya Station
Washington, D. C.	11. HEADQUARTERS	Singapore, Malaya
[ ] FIELD [X] DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	[X] FIELD [ ] DEPARTMENTAL

A. REMARKS (Use reverse if necessary)

Slot #5 (GS-13 slot)

Transfer TO Unvouchered Funds FROM Vouchered Funds

C#1074

B. REQUESTED BY (Name and title): Clarence E. Witt, FE Personnel Officer

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension): Alma Weiss, extension 2497

D. REQUEST APPROVED BY
Signature:
Title:

13. VETERAN PREFERENCE

NONE	WWI	OTHER	5 PT.	10 POINT DISAB.	10 POINT OTHER

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL

CD: PP

15. SEX: M
16. RACE: W
17. APPROPRIATION
FROM 4-3700-20
TO 4-3745-55-042

18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)

19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)

20. LEGAL RESIDENCE [ ] CLAIMED [ ] PROVED
STATE:

21. STANDARD FORM 50 REMARKS

W P Gibbons

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CTRL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			

F. APPROVED BY

SECRET
Security Information

14-00000

SECRET
Security Information

PP Career Service Officer 1 Sept 1953

Chief, FE

Transfer of Joseph B. Smith

1. Request for transfer of subject from the FE Division PP Staff T/O to the T/O of FE Branch 5 in order that he may be assigned as Senior PP Officer in Singapore was made 17 August 1953. The Branch was notified that no action would be taken until indication was given regarding Subject's fulfillment of training requirements.

2. Subject has satisfied Phase I by virtue of his 2 years' experience. He will undertake to complete his training beginning 5 October 1953 on which date he has been enrolled in the Phase II Course.

GEORGE E. AURELL

FE-5/JSmith:grc

Distribution:
2 - PP Career Serv. Officer
2 - FE/5

Note: Request for reassignment approval was received by PP/CSO on 24 August 1953. FE Division was notified of training requirements on 25 August 1953. This memorandum was received on 3 September and forwarded to FDC on 4 September 1953.

EAW
EDWIN A. WILLARD
PP/CS

SECRET
Security Information

14-00000

SECRET

SECURITY INFORMATION

STANDARD FORM 52

REQUEST FOR PERSONNEL ACTION

VOUCHERED FUNDS

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Joseph B. SMITH			27 Mar 53

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
Promotion

B. POSITION (Specify whether establish, change grade or title, etc.)

6. EFFECTIVE DATE A. PROPOSED:
B. APPROVED:

7. C. S. OR OTHER LEGAL AUTHORITY

	FROM—		TO—
8. POSITION TITLE AND NUMBER	Operations Officer (PW) EF-93-1		Operations Officer (PW) EF-93
9. SERVICE, GRADE, AND SALARY	GS-132-11 $5940.00 p/a		GS-132-12 $7040.00 p/a
10. ORGANIZATIONAL DESIGNATIONS	DDP/FE Political & Psychological Warfare Staff Political & Psychological Warfare Section		DDP/FE same same
11. HEADQUARTERS	Washington, D.C.		same
12. FIELD OR DEPARTMENTAL	FIELD [ ] DEPARTMENTAL [X]		FIELD [ ] DEPARTMENTAL [X]

A. REMARKS (Use reverse if necessary)
Position description is attached.

B. REQUESTED BY (Name and title)
Kathryn J. Rex, Personnel Officer

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
Mary Lee Mitchell 3RET - 2314

D. REQUEST APPROVED BY
Signature: Kathryn J. Rex
Title: Personnel Officer

13. VETERAN PREFERENCE

NONE	WWI	OTHER, SPT.	10-POINT DISAB.	10-POINT OTHER

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL.

15. SEX | 16. RACE | 17. APPROPRIATION FROM: 3700-20 TO: same

18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)

19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)

20. LEGAL RESIDENCE [ ] CLAIMED [ ] PROVED STATE:

21. STANDARD FORM 50 REMARKS

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL			
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			

F. APPROVED BY ... H. Powell 13 Apr 53

SECRET

14-00000

CONFIDENTIAL

PERSONNEL ACTION REQUEST

REGISTER NO.

NAME: SMITH, Joseph Burkholder	REQUESTED EFFECTIVE DATE: 30 mar
NATURE OF ACTION: Reassignment & Promotion	WHEN LEAVING (VOUCHERED) LAST WORKING DAY: EMPLOYEE'S SIGNATURE:

	FROM	TO
TITLE	Intelligence Officer	~~Intelligence~~ Ops Officer
GRADE AND SALARY	GS-9 $5060.00 p/a	GS-11 $5940.00 p/a
OFFICE	OPC	OPC
DIVISION	FE	FE
BRANCH AND SECTION	Plans Branch ~~Slot 521~~	Plans and Operations Br. Psychological Warfare Unit
OFFICIAL STATION	~~Washington D. C.~~	Washington, D. C.
	DEPARTMENTAL [X] FIELD [ ]	DEPARTMENTAL [X] FIELD [ ]

REMARKS: (Slot 521) JK

132

~~#~~ 1389

RECOMMENDED:

18 February 1952 (DATE)

George A. [illegible] (SIGNATURE OF OFFICE CHIEF, DIVISION CHIEF OR ADM. OFFICER)

FOR USE OF PERSONNEL ONLY

PLACEMENT:
DATE QUALIFICATIONS APPROVED: [illegible signature]

CLEARANCE REQUESTED DATE	TYPE	CLEARANCE APPROVED DATE	TYPE

DATE | SIGNATURE

TRANSACTIONS AND RECORDS
APPROPRIATION: 2123700
ALLOTMENT: 5017
C. S. C. AUTHORITY: Sch. A

DATE: 3-25-52 SIGNATURE: [illegible]

PERSONNEL RELATIONS
DATE | SIGNATURE

CLASSIFICATION
BUREAU NO. 6746 (7786) | C. B. C. NO. | DATE APPROVED 3-13-52 / 3-4-52
NEW | VICE | L.A. ✓ | REAL.

DATE 3/13/52 SIGNATURE [illegible] Gilbert
EFFECTIVE DATE

APPROVALS [ ] SUBJECT TO SECURITY CLEARANCE
DATE | SIGNATURE OF EXECUTIVE

DATE MAR [illegible] SIGNATURE OF DIVISION CHIEF [illegible] Mulcaley

FORM NO. 37-3
JUL 1950

U. S. GOVERNMENT PRINTING OFFICE

CONFIDENTIAL

14-00000

PERSONNEL ACTION REQUEST

REGISTER NO.

NAME: SMITH, Joseph ~~Burkholder~~

REQUESTED EFFECTIVE DATE: 17 Sept 51

NATURE OF ACTION: Excepted Appointment

WHEN LEAVING (VOUCHERED)

LAST WORKING DAY:

EMPLOYEE'S SIGNATURE:

	FROM	TO
TITLE		Intelligence Officer
GRADE AND SALARY		GS-9, $4600 p/a
OFFICE	S.C. 29 Aug. 51	OPC
DIVISION		FE
BRANCH AND SECTION		Plans Branch
OFFICIAL STATION		Washington, D. C.
	DEPARTMENTAL ☐ FIELD ☐	DEPARTMENTAL ☒ FIELD ☐

REMARKS: C#1314 132

S-94 71302

8003

RECOMMENDED:

12 June 1951 (DATE)

for RICHARD G. STILWELL, Chief FE Division
(SIGNATURE OF OFFICE CHIEF, DIVISION CHIEF, OR ADM. OFFICER)

FOR USE OF PERSONNEL ONLY

PLACEMENT

DATE QUALIFICATIONS APPROVED [signature] 6/21/51

CLEARANCE REQUESTED: DATE | TYPE

CLEARANCE APPROVED: DATE | TYPE

DATE | SIGNATURE

CLASSIFICATION

BUREAU NO. 2914 | C. S. C. NO. 3051 | DATE APPROVED 6/12/49

NEW | VICE | C.A. ✓ | REAL

DATE 6/26/51 | SIGNATURE [signature]

EFFECTIVE DATE

TRANSACTIONS AND RECORDS

APPROPRIATION: 2123900

ALLOTMENT: 2.017

C. S. C. AUTHORITY: Sch. A [illegible]

DATE SIGNATURE 7-19-51 | SIGNATURE [signature]

PERSONNEL ACTIONS

DATE: | SIGNATURE [signature]

APPROVALS | SUBJECT TO SECURITY CLEARANCE

DATE | SIGNATURE OF EXECUTIVE

DATE JUN 28 1951 | SIGNATURE OF DIVISION CHIEF [signature]

FORM NO. 37-3
JUL 1950

U. S. GOVERNMENT PRINTING OFFICE

CONFIDENTIAL

REPORT OF INTERVIEW

28 May 1951 1950

Name of Candidate Joseph B. Smith

Position Considered for I.O. Office FE-3 Interviewer D.R. Smith

Personal Appearance	Dignified......	Natural..... X	Awkward....
	Well-groomed.. X	Clean....... X	Slovenly...
	Wide-Awake.... X	Stolid......	Apathetic..
	Impressive....	Ordinary....	Insignificant
Personality	Persuasive....	Responsive.. X	Taciturn....
	Imperturbable..	Steady...... X	Excitable...
	Cheerful......	Tranquil....	Dejected....
	Straight-forward X	Reserved....	Evasive.....
	Modest........ X	Complacent..	Conceited...
	Dominant......	Confident... X	Submissive..

Is education adequate? Yes (X) No ( ) Is language facility adequate? Yes (X) No ( )

Area Knowledge Extensive studies of Japan-Korea Area but no travel in area

Previous intelligence or related experience MIS Language School

Salary level requested $ 5000 p/a (GS-7) Lowest salary acceptable $ 5000 p/a (GS-7)

General Recommendation:

1. Candidate is not recommended for employment. Describe: Too passive for [illegible] operations, does not wish to go overseas for some time
2. ~~Candidate is recommended for employment. Justification:~~

Specific Recommendation for employment:

Position: Branch Division

Location:

Salary level:

Recommendation as to potential value of candidate to the organization in other than the position immediately under consideration:

(Enter any additional remarks on reverse side.)

[signature]
Signature of Interviewer

CONFIDENTIAL

Full Time GS-9

[illegible]

14-00000

CONFIDENTIAL

REPORT OF INTERVIEW

[illegible] 28 195[illegible]

Name of Candidate [illegible]

Position Considered for ________ Office __________ Interviewer [illegible]

Personal Appearance			
	Dignified......	Natural...... ✓	Awkward....
	Well-groomed..	Clean....... ✓	Slovenly...
	Wide-Awake..... ✓	Stolid......	Apathetic..
	Impressive.....	Ordinary.....	Insignificant

Personality			
	Persuasive.....	Responsive..	Taciturn....
	Imperturbable..	Steady......	Excitable...
	Cheerful......	Tranquil....	Defeated....
	Straight-forward	Reserved....	Evasive.....
	Modest.........	Complacent..	Conceited...
	Dominant.......	Confident...	Submissive..

Is education adequate? Yes (✓) No ( ) Is language facility adequate? Yes (✓) No ( )

Area Knowledge [illegible]

Previous intelligence or related experience [illegible]

Salary/level requested $GS-9 Lowest salary acceptable $ 5000.00

General Recommendation:

1. Candidate is not recommended for employment. Describe: ______

2. Candidate is recommended for employment. Qualifications: [illegible]

Specific Recommendation for employment:

Position: __________ Branch __________ Division __________

Location: __________

Salary level: __________

Recommendation as to potential value of candidate to the organization in other than the position immediately under consideration: ______

over

(Enter any additional remarks on reverse side.)

[illegible]

Signature of Interviewer

CONFIDENTIAL

[illegible] – [illegible] 5 Dec...

O/F – [illegible] the time then & during relations
[illegible] [illegible] – [illegible] [illegible]
[illegible] 1/3 [illegible] family of [illegible]

[illegible] [illegible] Sept 51.

14-00000

MILITARY STATUS QUESTIONNAIRE

THIS DATE

NAME (PRINT) (Last)	(Middle)	(First)	BIRTH DATE (Day)	(Month)	(Year)
Smith,	Burkholder,	Joseph	16	June	1921

SEX: MALE [X] FEMALE [ ]
RACE: white
CODE:
MARITAL STATUS: (1) SINGLE [ ] (2) MARRIED [X] (3) WIDOWED [ ] (4) DIVORCED [ ] (5) SEPARATED [ ]

NO. OF DEPENDENTS (INCLUDE WIFE): 2

AGENCY ASSIGNMENT
OFFICE: | DIVISION: | CODE:
POSITION OR TITLE: | GRADE: | CODE:

PRESENT DRAFT STATUS

(A) HAVE YOU REGISTERED FOR DRAFT? (1) YES [ ] (2) NO [X]
(B) IF YES, CHECK YOUR PRESENT DRAFT CLASSIFICATION BELOW:

- [ ] 1A AVAILABLE FOR MILITARY SERVICE. AGES 18-26
- [ ] 1AO CONSCIENTIOUS OBJECTOR, BUT AVAILABLE FOR NON-COMBATANT DUTY.
- [ ] 1C MEMBER OF ANY ACTIVE BRANCH OF MILITARY SERVICE. MUST BE ON FULL DUTY.
- [ ] 1D MEMBER OF ANY RESERVE COMPONENT OF MILITARY SERVICE. CANNOT BE CALLED BY DRAFT BOARDS. CALLED ONLY BY MILITARY SERVICE CONCERNED.
- [ ] 2A DEFERRED ON ACCOUNT OF OCCUPATION.
- [ ] 2C DEFERRED FOR AGRICULTURAL OCCUPATION.
- [ ] 3A MAN HAS DEPENDENTS.
- [ ] 4A REGISTRANT WHO HAS COMPLETED SUFFICIENT SERVICE IN WORLD WAR II TO BE CLASSIFIED AS A VETERAN (NINETY DAYS SERVICE DURING FIGHTING WAR OR ONE YEAR AFTER V-J DAY). SOLE SURVIVING SON IN FAMILY. IF A FAMILY HAD TWO SONS IN A WAR AND ONE WAS KILLED, THE SOLE SURVIVING SON COME IN THIS CATEGORY.
- [ ] 4B OFFICIAL DEFERRED BY LAW.
- [ ] 4C ALIEN.
- [ ] 4D MINISTER OF RELIGION OR DIVINITY STUDENT.
- [ ] 4E CONSCIENTIOUS OBJECTOR - OPPOSED TO BOTH COMBATANT AND NON-COMBATANT SERVICE.
- [ ] 4F PHYSICALLY OR OTHERWISE UNFIT FOR SERVICE.
- [ ] 5A MAN WHO HAS ATTAINED TWENTY-SIXTH BIRTHDAY. NOT LIABLE TO INDUCTION UNDER PRESENT ACT.

LOCAL DRAFT BOARD
NAME: | NO.:
ADDRESS (Street and No.):

The remainder of this form will be filled out only by personnel who have performed duty in any of the U.S. Armed Services, Merchant Marine or any foreign military organization.

SERVICE RECORD

1. CHECK ORGANIZATIONS IN WHICH YOU HAVE SERVED:

(1) ARMY [X] (2) NAVY [ ] (3) MARINE CORPS [ ] (4) AIR FORCE [ ] (5) COAST GUARD [ ] (6) MERCHANT MARINE [ ] (7) NATIONAL GUARD [ ] (8) FOREIGN MILITARY ORGANIZATION [ ]

2. LENGTH OF ACTIVE DUTY IN THE U.S. ARMED SERVICES (INCLUDING TRAINING TOURS)

	YEARS	MONTHS
(1) WORLD WAR I AND ALL PRIOR DUTY		
(2) BETWEEN WORLD WAR I AND WORLD WAR II		
(3) WORLD WAR II	2	11
(4) SINCE WORLD WAR II		
ACTIVE DUTY TO DATE (TOTAL)	2	11

3. FURNISH THE FOLLOWING DATA AS TO YOUR COMMISSIONED OR ENLISTMENT STATUS UPON SEPARATION:
(1) COMMISSIONED [ ] OR (2) ENLISTED [X]

NAME OF SERVICE	RANK, GRADE OR RATING	ARM, BRANCH OR CORPS	LAST SERIAL, SERVICE OR FILE NO.
Army	T/5 grade	HTS	11 081 139

DO NOT WRITE IN SPACES BELOW

FORM NO. 37-82
AUG 1950

(over)

14-00000

4. CHECK TYPE OF SEPARATION:

(1) [ ] RETIREMENT FOR AGE
(2) [ ] RETIREMENT FOR SERVICE
(3) [ ] RETIREMENT FOR COMBAT DISABILITY
(4) [ ] RETIREMENT FOR OTHER PHYSICAL DISABILITY
(5) [X] SEPARATED (POINTS, CATEGORY, ETC.) length of service category
(6) [ ] RELEASE ESSENTIAL TO NATIONAL HEALTH, SAFETY OR INTEREST
(7) [ ] RELEASE BECAUSE OF UNDUE HARDSHIPS

5. IF YOUR PRESENT STATUS DIFFERS IN ANY RESPECT FROM THAT STATED IN 3 ABOVE, INDICATE CHANGE ONLY AND DATE OF CHANGES

		DATE	CODES
COMMISSIONED			
SERVICE			
ARM, BRANCH OR CORPS			
RANK, GRADE OR RATING			
SERVICE, SERIAL OR FILE NO.			

6. ARE YOU NOW IN THE NATIONAL GUARD? (1) YES [ ] (2) NO [X]

(A) IF YES, WHAT UNIT? ______

(B) DID YOU ENTER FEDERAL ARMED FORCES THROUGH NATIONAL GUARD? (1) YES [ ] (2) NO [X]

7. DO YOU HAVE RESERVE STATUS? (1) YES-INACTIVE [ ] (2) YES-ACTIVE [ ] (3) NO [X]

(A) ARE YOU ASSIGNED TO AN AGENCY UNIT? (1) YES [ ] (2) NO [X]

(B) IF NO, WHAT IS YOUR ASSIGNMENT? none

(C) IS YOUR ASSIGNMENT AN ORGANIZED UNIT? (1) YES [ ] (2) NO [X]

8. DO YOU HAVE A MOBILIZATION ASSIGNMENT? (1) YES [ ] (2) NO [X]

(A) IF YES, STATE NAME OF UNIT ORGANIZATION ______

REMARKS:

[signature]
SIGNATURE

SECRET

REPRODUCTION MASTERS

SECRET

BIOGRAPHIC PROFILE

SECRET

Handle With Care

SECRET

NOTIFICATION OF ESTABLISHMENT OR CANCELLATION OF OFFICIAL COVER BACKSTOP

DATE: 20 June 1972

FILE NO.: 14732

SS NUMBER: 714-18-4732

EMPLOYEE NUMBER: 037894

ID CARD NUMBER:

TO: (Check)

- ✓ CHIEF, CONTROL DIVISION, OP
- CHIEF, CONTRACT PERSONNEL DIVISION, OP
- X CHIEF, OPERATING COMPONENT (For action)

ATTN: Chief Support Staff

REF: Form 2554 Retirement

SUBJECT: SMITH, Joseph B.

OFFICIAL COVER: X ESTABLISHED / DISCONTINUED

UNIT: Department of State

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

ESTABLISHMENT OF OFFICIAL COVER BLOCK RECORDS

- [X] BASIC COVER PROVIDED EFFECTIVE DATE from EOD
- [ ] OPERATIONAL COVER PROVIDED FOR ______ TDY ______ OTHER (Specify)
- ✓ SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HHB 20-7)
- X SUBMIT FORM 3254 [illegible] W-2 to be ISSUED. (HHB 20-11)
- X SUBMIT FORM 1322 FOR ANY CHANGE AFFECTING THIS COVER. (HR 240-2e)
- SUBMIT FORM 1323 FOR TRANSFERRING COVER RESPONSIBILITY. (HR 240-2e)
- ✓ EAA. CATEGORY I ☐ CATEGORY II ☐
- SUBMIT FORM 2688 FOR [illegible] HOSPITALIZATION CARD.

CANCELLATION OF OFFICIAL COVER UNBLOCK RECORDS

EFFECTIVE DATE:

- SUBMIT FORM 3254 ______ W-2 TO BE ISSUED. (HHB 20-11)
- SUBMIT FORM 642 TO CHANGE LIMITATION CATEGORY. (HHB 20-7)
- EAA: CATEGORY I ☐ CATEGORY II ☐
- RETURN ALL OFFICIAL DOCUMENTATION TO CCS
- SUBMIT FORM 2688 FOR HOSPITALIZATION CARD.

DO NOT WRITE IN THIS BLOCK

FILE

REMARKS AND/OR COVER HISTORY

SUBJECT WILL BE DENIED FOR ENTIRE PERIOD OF EMPLOYMENT EXCEPT FOR US GOVERNMENT APPLICATIONS.

COVER HISTORY:

Sept 51 - Jan 54 - Hqs - Overt
20 Jan 54 - Aug 58 - Singapore - [illegible]
Aug 58 - Feb 59 - Hqs - [illegible]
Feb 59 - Mar 60 - Manila - [illegible]
Apr 60 - May 62 - Hqs - [illegible]
[illegible]
Sept [illegible] - May [illegible] - Hqs - [illegible]
May 69 - Jun 72 - Mexico City - State - Int

DISTRIBUTION:
COPY 1 - CD or CPD
COPY 2 - OPERATING COMPONENT
COPY 3 - OS/SRCD
COPY 4 - GL/TFD
COPY 5 - CCS-FILE

James [illegible] Franklin
CHIEF, OFFICIAL COVER, CENTRAL COVER STAFF

FORM 1551 USE PREVIOUS EDITION

SECRET

E2 IMPDET CL. BY. 007622

14-00000

SECRET

NOTIFICATION OF ESTABLISHMENT OF OFFICIAL COVER BACKSTOP	DATE: 22 September 1966
TO: (Check) [X] CHIEF, PERSONNEL OPERATIONS DIVISION; [ ] CHIEF, CONTRACT PERSONNEL DIVISION; [X] CHIEF, OPERATING COMPONENT (For action) WH	ESTABLISHED FOR: SMITH, Joseph B.
ATTN: Mr. Hannah	FILE NO.: K-1480
REF: Form 1322 dated 20 September 1966	ID CARD NO.: B-5261
OFFICIAL COVER BACKSTOP ESTABLISHED: Services and Support Group (Provisional)	EMPLOYEE NO.:

KEEP ON TOP OF FILE WHILE COVER IN EFFECT

[X] Block Records: (OPMEMO 20-800-11)

a. Temporarily for ______ days, effective ______

b. Continuing, effective as of 23 September 1954

[X] Submit Form 642 to change limitation category. (HHB 20-7)

[X] Ascertain that Army W-2 being issued. (HB 20-661-1)

[X] Submit Form 1322 for any change affecting this cover. (R 240-250)

THIS [illegible] REMAIN

[X] Submit Form 1323 for transferring cover responsibility. (R 240-250)

ON TOP OF FILE

[ ] Remarks:

[X] Cover History

Sep 51 - Sep 54 Hqs/Overt
Sep 54 - Aug 56 Singapore USIS integrated
Aug 56 - Feb 58 Hqs/DAFC
Feb 58 - Mar 60 DAFC/Manila
Mar 60 - May 62 Hqs/DAFC
May 62 - Sep 66 Buenos Aires/NOC
Sep 66 - Hqs/DAFC

James H. Franklin
CHIEF, OFFICIAL COVER, CCS

JB/jaw

DISTRIBUTION: Copy 1-POD, Copy 2-Operating Component, Copy 3-OS D/OS, Copy 4-OL/TELSVC, Copy 5-FSD/OS, Copy 6-OCS/CPS, Copy 7-File

FORM 155

4-00000

File No. K-1480
21 July 1960

SECRET

MEMORANDUM FOR: Chief, Records and Services Division
Office of Personnel

SUBJECT : Joseph B. Smith

1. Cover arrangements are in process, and/or have been completed for the above-named Subject.

2. Effective 26 April 1960, it is requested that your records be properly blocked ~~xxxxxxx~~ to deny ~~xxxxxxxxx~~ Subject's current Agency employment to an external inquirer.

3. This memorandum confirms an oral request of Edward FitzGerald, OCL/CCO.

HARRY W. LITTLE, JR.
Chief, Central Cover Division

cc: SSD/OS

THIS MEMO MUST REMAIN ON TOP OF FILE

SECRET

FORM 1-58 1580a

14-00000

RECORD OF LEAVE DATA

1. NAME (CAPS) Last – First – Middle (Mr. – Miss – Mrs.): SMITH JOSEPH B

2. SOCIAL SECURITY ACCT. NO.: 714-16-4732

3. (FOR AGENCY USE)

4. DATE AND NATURE OF SEPARATION: RETIREMENT 063073

5. A. SUBJECT TO 5 USC 6304(b) (45 day leave ceiling) ☐ YES ☐ NO
B. LAST DATE SUBJECT TO 5 USC 6304(B)
C. ANNUAL LEAVE BALANCE AS OF THAT DATE (hours)

6. TOTAL SERVICE FOR LEAVE (as of date of separation)
☐ Less than 15 years (show) ______ years ______ months ______ days ☐ 15 years or more

SUMMARY OF ANNUAL AND SICK LEAVE

	MO.	DAY	YEAR	ANNUAL (HOURS)	SICK (HOURS)
7. Carryover balance from prior leave year ending	01	06	73	360	2019
8. Current leave year accrual through pay period ending (If no day qualifying period not completed, explain in remarks)				096	048
9. Total				456	2067
10. Reduction in credits, if any (current year)				0	0
11. Total leave taken, current year through date of separation				12	0
12. Balance				444	2067
13. Total hours paid in lump sum (include 0 hours for holidays)				0	

14. Salary rate(s) per hour: $13.69

15. Lump sum leave dates (If part-time tour, explain in remarks)	MO	DAY	YEAR	HOUR NO
From	00	00	00	0
Thru	00	00	00	0

ABSENCE WITHOUT PAY

(Except while in receipt of pay from B.E.C.)

	MO	DAY	YEAR	HOURS
16. During leave year in which separated				0
17. During step-increase waiting period which began on	12	10	72	0

SUMMARY OF HOME LEAVE (DAYS)

18. Basic service period of 24 months of continuous service abroad:

	MO	DAY	YEAR
DATE STARTED	11	11	11
DATE COMPLETED			

19. Current 12 months accrual period began on ______
Hours absence without pay since that date: ______

20. Current balance (in accruals) as of ______ No. days: 44

21. Twelve months accrual rate as of date of separation No. days: 15

22. Dates leave used, prior 24 months:

FROM MO	FROM DAY	FROM YEAR	TO MO	TO DAY	TO YEAR

MILITARY LEAVE

23. During current calendar year	FROM MO	FROM DAY	FROM YEAR	TO MO	TO DAY	TO YEAR
A. Regular – active duty or training						
B. Special – civil disturbance						

24. REMARKS (Include shore leave information, if applicable)

SCD: 10/03/48

25. CERTIFIED CORRECT BY (Signature): [signature] Joseph C. [illegible]

26. TITLE – AGENCY – ADDRESS – TELEPHONE NO.: FOR CHIEF PAYROLL

27. DATE: 6/19/73

LML: 03 JUL 73

SECRET
(When Filled In)

OEF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER: 007894	2. NAME (LAST-FIRST-MIDDLE): SMITH JOSEPH B

3. NATURE OF PERSONNEL ACTION: CONVERSION FROM FSR, RETIREMENT (VOLUNTARY) UNDER CIA RETIREMENT AND DISABILITY SYSTEM AND CANCELLATION OF NSCA

4. EFFECTIVE DATE: MO. 06 DA. 30 YR. 73

5. CATEGORY OF EMPLOYMENT: REGULAR

6. FUNDS: V TO CF; CF TO V; X CF TO CF

7. Financial Analysis No. Chargeable: 3135 0990 0000

8. CSC OR OTHER LEGAL AUTHORITY: P L 88-643 SECT 233

9. ORGANIZATIONAL DESIGNATIONS:
DDO/WH DIVISION
FOREIGN FIELD
BRANCH 1-MEXICO CITY, MEXICO STATION

10. LOCATION OF OFFICIAL STATION: MEXICO CITY, MEXICO

11. POSITION TITLE: OPS OFFICER

12. POSITION NUMBER: 0340

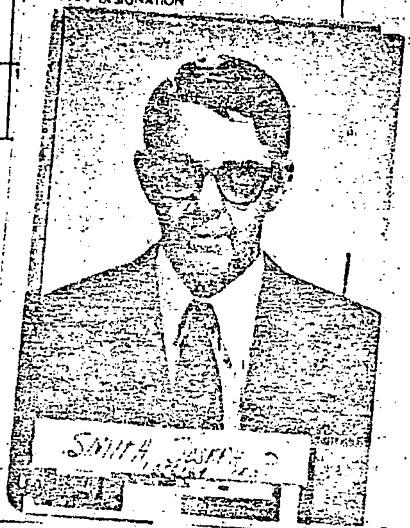
13. SERVICE DESIGNATION:

14. CLASSIFICATION SCHEDULE (GS, LB, etc.): GS

15. OCCUPATIONAL SERIES: 0136.01

16. GRADE AND STEP: 14 8

18. REMARKS



SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERS[ONNEL]

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH (MO DA YR)
45	10					06 16 21

28. FITE EXPIRES (MO DA YR)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 CSC, 2 FICA, 3 FICA, 4 NONE) CODE	31. SEPARATION DATA CODE	32. Correction / Cancellation Data (TYPE, MO, DA, YR)
			OBJ0000	

35. VET PREFERENCE (CODE: 0 NONE, 1 5 PT, 2 10 PT)	36. SERV. COMP. DATE (MO DA YR)	37. LONG COMP DATE (MO DA YR)	38. CAREER CATEGORY (CAR, RESV, PROV, TEMP) CODE	39. FEGLI / HEALTH INSURANCE (CODE, 0 WAIVER, 1 YES, HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE (CODE: 0 NO PREVIOUS SERVICE, 1 NO BREAK IN SERVICE, 2 BREAK IN SERVICE (LESS THAN 3 YRS), 3 BREAK IN SERVICE (MORE THAN 3 YRS))	42. LEAVE CAT CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 YES 2 NO, CODE, NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 YES 2 NO, CODE, NO TAX EXEMP, STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED

FORM 1150 Use Previous Edition

SECRET

BBG

GROUP 1 Excluded from automatic downgrading and declassification

(When Filled In)

"PAY ADJUSTMENT IN ACCORDANCE WITH 5 U.S.C. 5305 AND EXECUTIVE ORDER 11691 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND DCI DIRECTIVE DATED 08 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 07 JANUARY 1973

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
SMITH JOSEPH B	007894	51 620	CF	GS 14 8	$28,478

G
51

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
007894	SMITH JOSEPH B	51 620	CF	

6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	SI	ADJ.
GS 14	7	$26,354	12/14/69	GS 14	8	$27,084	12/13/72		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE [signature]

DATE 12-13-72

☐ NO EXCESS LWOP

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS

AUDITED BY 1/35 1554

FORM 7-66 560 E Use previous editions

PAY CHANGE NOTIFICATION

(4-51)

851

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCS 10/14/72

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
007894	SMITH JOSEPH B

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
CHANGE IN N.S.C.A.	0? 2 72	

6. FUNDS		V TO V		V TO CF	7. FINANCIAL ANALYSIS NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
		CF TO V	X	CF TO CF	3135 0950 0002	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH DIVISION	MEXICO CITY, MEXICO

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER	0340	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	14	

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

POSTED
WEB 10-26-72

Form 1150a Use Previous Edition
7-65 MFG. 2-72

SECRET

GROUP 1
Excluded from automatic downgrading and declassification

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 92-210 AND EXECUTIVE ORDER 11637 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 9 JANUARY 1972

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
SMITH JOSEPH B	007894	51 620	CF	GS 14 7	$26,352

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-656 AND EXECUTIVE ORDER 11576 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 JANUARY 1971

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
SMITH JOSEPH B	007894	51 620	CF	GS 14 7	$24,979

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 91-231 AND EXECUTIVE ORDER 11524 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 6 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 28 DECEMBER 1969

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
SMITH JOSEPH B	007894	51 620	CF	GS 14 7	$23,573

G 51

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. LWOP HOURS
007894	SMITH JOSEPH B	51 620	CF	

6. OLD SALARY RATE: Grade	Step	Salary	Last Eff. Date	7. NEW SALARY RATE: Grade	Step	Salary	Effective Date	8. TYPE ACTION: SI	ADJ.
GS 14	6	$21,621	12/17/67	GS 14	7	$22,239	12/13/69		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE [signature] DATE [handwritten date]

☐ NO EXCESS LWOP

☐ IN PAY STATUS AT END OF WAITING PERIOD

☐ LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS AUDITED BY:

FORM 7-66 560E Use previous editions

PAY CHANGE NOTIFICATION

(4-51)

14-00000

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTION 212 OF PL 90-206 AND EXECUTIVE ORDER 11474 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A DCI DIRECTIVE DATED 9 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 13 JULY 1969

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	NEW SALARY
SMITH JOSEPH B	007894	51 620	CF	GS 14 6	$21,621

14-00000

MAY 69

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
007894	SMITH JOSPEH B

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
INTEGRATION-DEPARTMENT OF STATE	05 21 69	REGULAR

6. FUNDS	V TO V		V TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	X	CF TO CF	9135 0930 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH FOREIGN FIELD BRANCH 1 MEXICO CITY, MEXICO STATION	MEXICO CITY, MEXICO

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
POL OFF ATTACHE OPS OFFICER	0340	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
FSR GS	0136.01	04 7 14 6	17289 19771

18. REMARKS

SUBJECT IS TO BE PAID THE DIFFERENCE BETWEEN CIA SALARY OF $19771 AND FSR SALARY OF $17289 TO BE PAID BY DEPT. OF STATE AND ALLOWANCES IN ACCORDANCE THEREWITH.
ALL SICK AND ANNUAL LEAVE TO BE TRANSFERRED TO THE DEPT. OF STATE.
MARITAL STATUS: MARRIED
DAU DOB: 19 DECEMBER 1952
SON DOB: 20 SEPTEMBER 1960

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Health Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
55	10	51620	WH	45075	S	3	08 18 21		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. Correction/Cancellation Data		33. SECURITY REQ. NO.	34. SEX
					EOD DATA		

35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG. COMP. DATE	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED
05-22-69 [illegible]

FORM 1150 Use Previous Edition

SECRET

PLW

(When Filled In)

DATE: 16 MAY 69

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
007894	SMITH JOSEPH B

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT AND TRANSFER TO CONFIDENTIAL FUNDS	05 18 69	REGULAR

6. FUNDS	V TO V		V TO CF	X	CF TO V		CF TO CF		7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
				X					9135 0990 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH FOREIGN FIELD BRANCH I MEXICO CITY, MEXICO STATION	MEXICO CITY, MEXICO

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0340	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	14 6	19771

18. REMARKS

HOME BASE: WH

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGRATE CODE	24. Health Code	25. DATE OF BIRTH (MO DA YR)	26. DATE OF GRADE	27. DATE OF LEI
20	10	51620	WH	15075		3	06 16 21		

28. NTE EXPIRES | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA | 31. SEPARATION DATA CODE | 32. Correction/Cancellation Data | IOD DATA | 33. SECURITY REQ. NO. | 34. SEX

35. VET PREFERENCE | 36. SERV. COMP. DATE | 37. LONG. COMP. DATE | 38. CAREER CATEGORY | 39. FEGLI / HEALTH INSURANCE | 40. SOCIAL SECURITY NO.

PREVIOUS CIVILIAN GOVERNMENT SERVICE | 42. LEAVE CAT CODE | 43. FEDERAL TAX DATA | 44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED
05-16-69 [illegible]

FORM 1150 Use Previous Edition

SECRET

PLW

14-00000

FVD: 16 JUL 68

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
007894	SMITH JOSEPH B

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO DA YR)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	07 14 68	REGULAR

6. FUNDS	V TO V / CF TO V	V TO CF / CF TO CF	7. Financial Analysis No. Chargeable	8. CSC OR OTHER LEGAL AUTHORITY
X			9235 0620 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH CA STAFF	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0645	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	14 6	19771

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Religion Code	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
37	10	51150	WH	75013		1	06 16 21		

28. NTE EXPIRES | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA | 31. SEPARATION DATA CODE | 32. Correction/Cancellation Data | EOD DATA | 33. SECURITY REQ NO | 34. SEX

35. VET. PREFERENCE | 36. SERV. COMP. DATE | 37. LONG. COMP. DATE | 38. CAREER CATEGORY | 39. FEGLI / HEALTH INSURANCE | 40. SOCIAL SECURITY NO

41. PREVIOUS CIVILIAN GOVERNMENT SERVICE | 42. LEAVE CAT CODE | 43. FEDERAL TAX DATA | 44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

FROM: OTR

POSTED
7/17/68

SECRET

FVD

"PAY ADJUSTMENT IN ACCORDANCE WITH SECTIONS 212 AND 216 OF PL 90-206 AND EXECUTIVE ORDER 11413 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962"

EFFECTIVE DATE OF PAY ADJUSTMENT: 14 JULY 1968

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
SMITH JOSEPH B	007894	51 150	V	GS 14 6	$18,481	$19,771

D-5

1. SERIAL NO.	2. NAME	3. ORGANIZATION	4. FUNDS	5. EXCP HOURS
007894	SMITH JOSEPH B	17 600	V	

6. OLD SALARY RATE				7. NEW SALARY RATE				8. TYPE ACTION	
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	EFFECTIVE DATE	S	ADJ
GS 14	5	$17,198	12/19/65	GS 14	6	~~$17,721~~ 18481	12/17/67		

CERTIFICATION AND AUTHENTICATION

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF ACCEPTABLE LEVEL OF COMPETENCE

SIGNATURE C M Broutsas

DATE 13 Oct 1967

[✓] NO EXCESS LWOP

[✓] IN PAY STATUS AT END OF WAITING PERIOD

[ ] LWOP STATUS AT END OF WAITING PERIOD

CLERKS INITIALS

CODED BY

FORM 7-66 560 E Use previous editions

PAY CHANGE NOTIFICATION

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 90-206 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 8 OCTOBER 1967

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
SMITH JOSEPH B	007894	17 600	V	GS 14 5	$17,198	$17,953

14-00000

MRT: 17 OCT 66

SECRET
(When Filled In)

OAF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
007894	SMITH JOSEPH B

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
EXCEPTED APPOINTMENT CAREER	10 09 66	REGULAR

6. FUNDS		V TO V		V TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
	X	CF TO V		CF TO CF	7275 3000 0000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDS/OTR OPERATIONS SCHOOL HEADQUARTERS TRAINING BRANCH OPERATIONS FACULTY	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
INSTR OPERATIONS	1314	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	1712.32	14 5	17198

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGRITY CODE	24. HEALTH CODE	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
13	10	17600	OTR	75013		1	05 18 21	12 23 62	12 19 65

28. MIL EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ NO	34. SEX
		2			EOD DATA	00000	M

35. VET. PREFERENCE CODE	36. SERV COMP DATE (MO. DA. YR.)	37. LONG COMP DATE (MO. DA. YR.)	38. CAREER CATEGORY CODE	39. FEGLI / HEALTH INSURANCE CODE	HEALTH INS CODE	40. SOCIAL SECURITY NO
1	10 03 48	09 17 51	C	1		

41. PREVIOUS GOVERNMENT SERVICE DATA CODE	42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA
1	B		

SIGNATURE OR OTHER AUTHENTICATION

POSTED

FORM 1150 (1-57) Use Previous Edition

SECRET

(When Filled In)

MRT: 17 OCT 66

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OEB

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
007894 [redacted]	Smith, Joseph

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
RESIGNATION	10 08 66	REGULAR

6. FUNDS	V TO V		V TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	X	CF TO CF	7135 0633 0000	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH FOREIGN FIELD BRANCH 4 BUENOS AIRES, ARGENTINA STATION	BUENOS AIRES, ARGENTINA

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0024	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	14 5	17138

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODES (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. REGTN. CODE	25. DATE OF BIRTH	26. DATE OF GRADE	27. DATE OF LEI
45	10					06 18 21		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA	EOD DATA	33. SECURITY REQ. NO.	34. SEX
			600091				

35. VET. PREFERENCE | 36. SERV. COMP. DATE | 37. LONG COMP. DATE | 38. CAREER CATEGORY | 39. FEGLI / HEALTH INSURANCE | 40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA | 44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED [illegible]

1152 Use Previous Edition

SECRET

(When Filled In)

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-504 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI DIRECTIVE DATED 8 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 3 JULY 1966

NAME	SERIAL	ORGN.	FUNDS	GR-STEP	OLD SALARY	NEW SALARY
Smith, Joseph [redacted]	007894	51 720	CF	GS 14 5	$16,712	$17,198

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCS 05/31/66

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)		
007894	Smith, Joseph [redacted]		
3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT	
REASSIGNMENT	05 23 66		

6. FUNDS		V TO V		V TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
		CF TO V	X	CF TO CF	6135 0633 0000	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH DIVISION BR 4 BUENOS AIRES ARGENT ST	BUENOS AIRES, ARGENTINA

11. POSITION TITLE		12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER		0084	D
14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	14	

18. REMARKS

SIGNATURE OR OTHER AUTHENTICATION

Form 1150a 1-63 MFG 4-65 Use Previous Edition

SECRET

(When Filled In)

SECRET
(When Filled In)

N.M. 11 MAR 66

NOTIFICATION OF PERSONNEL ACTION

OCB

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
007394	Smith, Joseph [redacted]

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
DESIGNATION AS PARTICIPANT IN CIA RETIREMENT AND DISABILITY SYSTEM	03 13 66	REGULAR

6. FUNDS	V TO V	V TO CF	CF TO V	CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
			X		6135 0633 0000	PL 88-643 SECT. 203

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP/WH FOREIGN FIELD UNASSIGNED	BUENOS AIRES, ARGENTINA

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0000	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	14 5	16712

18. REMARKS EMPLOYEE WILL RECEIVE NOTIFICATION FROM THE DIRECTOR OF PERSONNEL OF THIS DESIGNATION AND RIGHT OF APPEAL TO THE DIRECTOR OF CENTRAL INTELLIGENCE.

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
23	10	51620	WH	0404		3	06 18 21	12 23 62	12 19 65

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 3 - FICA, 4 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.)		33. SECURITY REQ. NO.	34. SEX
		2			EOD DATA		

35. VET. PREFERENCE (CODE; 0 - NONE, 1 - 5 PT., 2 - 10 PT.)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE; 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAKS IN SERVICE (LESS THAN 3 YRS.), 3 - BREAKS IN SERVICE (MORE THAN 3 YRS.))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

POSTED 03 70 [illegible]

FORM 11-62 1150 Use Previous Edition

SECRET

(When Filled In)

14-00000

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
007894	[redacted]	51 720 CF	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last PR Date	Grade	Step	Salary	Effective Date	PSI	ESI	ADJ
GS 14	4	$16,204 ~~$15,640~~	12/22/63	GS 14	5	$16,712 ~~$16,110~~	12/19/65			

8. Remarks and Authentication

/ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD
/ / LWOP STATUS AT END OF WAITING PERIOD
CLERKS INITIALS - AUDITED BY

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE: Joseph B. Ragan DATE

PAY CHANGE NOTIFICATION

Form 1-65 560E Mfg. 3-65 (4-51)

"PAY ADJUSTMENT IN ACCORDANCE WITH SALARY SCHEDULES OF PL 89-301 PURSUANT TO AUTHORITY OF DCI AS PROVIDED IN THE CIA ACT OF 1949, AS AMENDED, AND A-DCI POLICY DIRECTIVE DATED 9 OCTOBER 1962."

EFFECTIVE DATE OF PAY ADJUSTMENT: 10 OCTOBER 1965

NAME	SERIAL	ORGN. FUNDS	GR-STEP	OLD SALARY	NEW SALARY
[redacted]	007894	51 720 CF	GS 14 4	$15,640	$16,204

ADJUSTMENT OF SALARY RATE IN ACCORDANCE WITH THE SCHEDULES OF THE GOVERNMENT EMPLOYEES SALARY REFORM ACT OF 1964 PURSUANT TO THE AUTHORITY OF THE DIRECTOR OF CENTRAL INTELLIGENCE AS PROVIDED IN THE CENTRAL INTELLIGENCE AGENCY ACT OF ~~1949,~~ AS AMENDED, AND POLICY DIRECTIVE ISSUED BY THE ACTING DIRECTOR OF CENTRAL INTELLIGENCE DATED 8 OCTOBER 1962.

SALARY CONVERTED TO RATE SHOWN FOR INDIVIDUAL'S GRADE AND STEP AS INDICATED IN CHART BELOW.

GENERAL SCHEDULE RATES

Federal Employees Salary Act of 1964

GRADE	*Per Annum Rates and Steps*									
	1	2	3	4	5	6	7	8	9	10
GS- 1	$3,385	$3,500	$3,615	$3,730	$3,845	$3,960	$4,075	$4,190	$4,305	$4,420
GS- 2	3,680	3,805	3,930	4,055	4,180	4,305	4,430	4,555	4,680	4,805
GS- 3	4,005	4,140	4,275	4,410	4,545	4,680	4,815	4,950	5,085	5,220
GS- 4	4,480	4,630	4,780	4,930	5,080	5,230	5,380	5,530	5,680	5,830
GS- 5	5,000	5,165	5,330	5,495	5,660	5,825	5,990	6,155	6,320	6,485
GS- 6	5,505	5,690	5,875	6,060	6,245	6,430	6,615	6,800	6,985	7,170
GS- 7	6,050	6,250	6,450	6,650	6,850	7,050	7,250	7,450	7,650	7,850
GS- 8	6,630	6,850	7,070	7,290	7,510	7,730	7,950	8,170	8,390	8,610
GS- 9	7,220	7,465	7,710	7,955	8,200	8,445	8,690	8,935	9,180	9,425
GS-10	7,900	8,170	8,440	8,710	8,980	9,250	9,520	9,790	10,060	10,330
GS-11	8,650	8,945	9,240	9,535	9,830	10,125	10,420	10,715	11,010	11,305
GS-12	10,250	10,605	10,960	11,315	11,670	12,025	12,380	12,735	13,090	13,445
GS-13	12,075	12,495	12,915	13,335	13,755	14,175	14,595	15,015	15,435	15,855
GS-14	14,170	14,660	15,150	15,640	16,130	16,620	17,110	17,600	18,090	18,580
GS-15	16,460	17,030	17,600	18,170	18,740	19,310	19,880	20,450	21,020	21,590
GS-16	18,935	19,590	20,245	20,900	21,555	22,210	22,865	23,520	24,175	.....
GS-17	21,445	22,195	22,945	23,695	24,445	.....	.....	.....	.....	.....
GS-18	24,500	.....	.....	.....	.....	.....	.....	.....	.....	.....

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87-793 AND DCI MEMORANDUM DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS, EFFECTIVE 5 JANUARY 1964.

NAME	SERIAL	ORGN	FUNDS	GR-ST	OLD SALARY	NEW SALARY
[redacted] Smith, Joseph	007894	51 650	CF	GS 14 4	$14,120	$14,965

14-00000

WH-

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
007894	[redacted] [illegible]	51 650 CF	

5. OLD SALARY RATE				6. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS 14	3	$13,695	12/23/62	GS 14	4	$14,120	12/22/63			

8. Remarks and Authentication

/ / NO EXCESS LWOP
/ / IN PAY STATUS AT END OF WAITING PERIOD
/ / LWOP STATUS AT END OF WAITING PERIOD
CLERKS INITIALS AUDITED BY [illegible]

I CERTIFY THAT THE WORK OF THE ABOVE NAMED EMPLOYEE IS OF AN ACCEPTABLE LEVEL OF COMPETENCE.

SIGNATURE [illegible] DATE 15 Oct 63

c/WH/Z

PAY CHANGE NOTIFICATION

Form 9-61 560 Obsolete Previous Edition

(4-51)

SECRET
(When Filled In)

EOC: 10 MAY 63

OCB

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
007894	Smith, Joseph [redacted]

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	05 12 63	REGULAR

6. FUNDS	V TO V	V TO U	U TO V	U TO U	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
		X			3135 5050 1000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP WH BRANCH 2 BUENOS AIRES, ARGENTINA STATION CE UNIT	BUENOS AIRES, ARGENTINA

11. POSITION TITLE	12. POSITION NUMBER	13. SERVICE DESIGNATION
OPS OFFICER	0651	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	14 3	13695

18. REMARKS

POSTED ON
glo 6/-63
4 MAY 1963

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE	27. DATE OF LEI
37	10	64650	WH	04791		3	06 16 21		

28. APPT. EXPIRES (MO. DA. YR.) | 29. SPECIAL REFERENCE | 30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE) CODE | 31. SEPARATION DATA CODE | 32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.) | EOD DATA | 33. SECURITY REQ. NO. | 34. SEX

35. VET. PREFERENCE (CODE: 0 - NONE, 1 - 5 PT., 2 - 10 PT.) | 36. SERV. COMP. DATE (MO. DA. YR.) | 37. LONG. COMP. DATE (MO. DA. YR.) | 38. CAREER CATEGORY (CODE) | 39. FEGLI / HEALTH INSURANCE (CODE: 0 - WAIVED, 1 - YES; HEALTH INS. CODE) | 40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE: 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS.), 3 - BREAK IN SERVICE (MORE THAN 3 YRS.)) | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA (FORM EXECUTED, CODE: 1 - YES, 2 - NO; NO. TAX EXEMPTIONS) | 44. STATE TAX DATA (FORM EXECUTED: 1 - YES, 2 - NO; CODE; NO. TAX EXEMPS.; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED
05/13/63

FORM 1150 Use Previous Edition

SECRET 9 MAY 1963

GROUP 1 Excluded from automatic downgrading and declassification

(When Filled In)

LLG: 21 DEC. 62

SECRET
(When Filled In)

OCB

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
OC 78444 ~~000455~~	Smith, Joseph B [redacted]

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
PROMOTION	12 23 62	REGULAR

6. FUNDS	V TO V		V TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	X	CF TO CF	3135 5050 1000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP WH BRANCH 2 BUENOS AIRES, ARGENTINA STATION	BUENOS AIRES, ARGENTINA

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER	0848	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	14 3	13695

18. REMARKS

RECORDED ... 1963 JW

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. EMPLOY. CODE	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. HQTRS. CODE	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
22	10	61650	WH	04041		3	08 16 21	12 23 62	12 23 62

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSL, 2 - FICA, 3 - NONE)	CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.)		33. SECURITY REQ. NO.	34. SEX
	80					EOD DATA		

35. VET. PREFERENCE (CODE; 0 - NONE, 1 - 5 PT., 2 - 10 PT.)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG. COMP. DATE (MO. DA. YR.)	38. CAREER CATEGORY (CAR, DESI, PROV, TEMP; CODE)	39. FEGLI / HEALTH INSURANCE (CODE; 0 - WAIVED, 1 - YES; HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE; 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 3 YRS.), 3 - BREAK IN SERVICE (MORE THAN 3 YRS.))	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMP.; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

E. D. ECHOLS

POSTED 01/14/63 2K

FORM 4-62 1150 Use Previous Edition

27 DEC 1962 Bar

SECRET

(When Filled In)

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 87 - 793 AND DCI MEMORANDUM DATED 1 AUGUST 1964, SALARY IS ADJUSTED AS FOLLOWS: EFFECTIVE 14 OCTOBER 1962

NAME	SERIAL	ORGN	FUNDS	OLD GR-ST	OLD SALARY	NEW GR-ST	NEW SALARY
Smith, Joseph [redacted]	007894	64650	CF	13 5	$11675	13 5	$12610

ABM: 1 JUNE 62

SECRET
(When Filled In)

OAB

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
CC7894 ~~036455~~	Smith, Joseph [redacted]

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
EXCEPTED APPOINTMENT (CAREER)	05 27 62	REGULAR

6. FUNDS	V TO V		V TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
	CF TO V	X	CF TO CF	2135 5050 1000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP WH BRANCH 2 BUENOS AIRES ARGENTINA STATION	BUENOS AIRES, ARGENTINA

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER	0848	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	13 5	11675

18. REMARKS

POSTED ON
Del 5 June 62

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING NUMERIC	ALPHABETIC	22. STATION CODE	23. INTEGREE CODE	24. Hqtrs. Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE (MO. DA. YR.)	27. DATE OF LEI (MO. DA. YR.)
13	10	64650	WH	04041		3	06 16 21	10 09 55	10 01 61

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 3 - FICA, 5 - NONE) CODE	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA TYPE	MO. DA. YR.	EOD DATA	33. SECURITY REQ. NO.	34. SEX
	30	1					07894	M1

35. VET. PREFERENCE CODE (0 - NONE, 1 - 5 PT, 2 - 10 PT)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG. COMP. DATE (MO. DA. YR.)	38. MIL. SERV. CREDIT/LCD (1 - YES, 2 - NO) CODE	39. FEGLI / HEALTH INSURANCE CODE (0 - WAIVED, 1 - YES)	HEALTH INS. CODE	40. SOCIAL SECURITY NO.
1	10 03 48	09 17 51	C	1		

41. PREVIOUS GOVERNMENT SERVICE DATA CODE (0 - NO PREVIOUS SERVICE; 1 - NO BREAK IN SERVICE; 2 - BREAK IN SERVICE (LESS THAN 12 MOS); 3 - BREAK IN SERVICE (MORE THAN 12 MOS))	42. LEAVE CAT CODE	43. FEDERAL TAX DATA FORM EXECUTED (1 - YES, 2 - NO) CODE	NO. TAX EXEMPTIONS	44. STATE TAX DATA FORM EXECUTED (1 - YES, 2 - NO)	CODE	NO TAX EXEMP.	STATE CODE
1	6	0	0				

SIGNATURE OR OTHER AUTHENTICATION

POSTED
26/05/62 UK

Form 1150 5-61 Use Previous Edition

SECRET

EOD 1 June 62

14-00000

ABM: 1 JUNE 62

SECRET
(When Filled In)

OEF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
007894	SMITH JOSEPH B

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
RESIGNATION	05 26 62	REGULAR

6. FUNDS	X	V TO V		V TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
		CF TO V		CF TO CF	2235 1000 1000	

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP WH BRANCH 1 VENEZUELA SECTION	WASH., D. C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER	0505	D

14. CLASSIFICATION SCHEDULE (GS, LB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	13 5	11675

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING (NUMERIC / ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Hdqtrs. Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE	27. DATE OF LEI
45	10					05 16 21		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE / CODE)	31. SEPARATION DATA CODE	32. CORRECTION CANCELLATION DATA		33. SECURITY REG NO.	34. SEX
			1BD0091		EOD DATA		

35. VET. PREFERENCE (CODE; 0 - NONE, 1 - 5 PT., 2 - 10 PT.) | 36. SERV. COMP. DATE (MO. DA. YR.) | 37. LONG. COMP. DATE (MO. DA. YR.) | 38. MIL. SERV. CREDITED (1 - YES, 2 - NO) | 39. FEGLI / HEALTH INSURANCE (CODE; 0 - WAIVED, 1 - YES; HEALTH INS. CODE) | 40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE; 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE LESS THAN 12 MOS., 3 - BREAK IN SERVICE MORE THAN 12 MOS.) | 42. LEAVE CAT. CODE | 43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS) | 44. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMP.; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED
06/04/62 [initials]

Form 8-61 1150 Use Previous Edition

SECRET

EP 1 June 62

SECRET
(When Filled In)

AES: 15 SEPT 61

NOTIFICATION OF PERSONNEL ACTION

CCF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
007894	SMITH JOSEPH B

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	09 | 15 | 61	REGULAR

6. FUNDS	X	V TO V		V TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
		CF TO V		CF TO CF	2235 1000 1000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP WH BRANCH 1 VENEZUELA SEC	WASH., D.C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER	0505	D

14. CLASSIFICATION SCHEDULE (GS, WB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	13 4	11415

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING Numeric	Alphabetic	22. STATION CODE	23. INTEGREE CODE	24. Requis. Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE	27. DATE OF LEI
37	10	64300	WH	75013		1	06 | 16 | 21		

28. NTE EXPIRES (MO. DA. YR.)	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE) Code	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA (TYPE, MO. DA. YR.)		33. SECURITY REQ. NO.	34. SEX
					EOD DATA		

35. VET. PREFERENCE (CODE; 0 - NONE, 1 - 5 PT, 2 - 10 PT)	36. SERV. COMP. DATE (MO. DA. YR.)	37. LONG COMP. DATE (MO. DA. YR.)	38. MIL. SERV. CREDIT/LED (1 - YES, 2 - NO)	39. FEGLI / HEALTH INSURANCE (CODE; 0 - WAIVER, 1 - YES; HEALTH INS. CODE)	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA (CODE: 0 - NO PREVIOUS SERVICE, 1 - NO BREAK IN SERVICE, 2 - BREAK IN SERVICE (LESS THAN 12 MOS.), 3 - BREAK IN SERVICE (MORE THAN 12 MOS.))	42. LEAVE CAT CODE	43. FEDERAL TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMPTIONS)	44. STATE TAX DATA (FORM EXECUTED 1 - YES, 2 - NO; CODE; NO. TAX EXEMP; STATE CODE)

SIGNATURE OR OTHER AUTHENTICATION

POSTED 09/19/61 [illegible]

Form 1150 Obsolete Previous Editions

SECRET

ARE:25 AUG 1961

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

OCF

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
007894	SMITH JOSEPH B

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	08 25 61	REGULAR

6. FUNDS	X	V TO V		V TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
		CF TO V		CF TO CF	2235 1000 1000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP WH BRANCH I VENEZUELA SECTION	WASH., D. C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER	0459	D

14. CLASSIFICATION SCHEDULE (GS, WB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	13 4	11415

18. REMARKS

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ Code	21. OFFICE CODING (NUMERIC)	(ALPHABETIC)	22. STATION CODE	23. INTEGREE CODE	24. Health Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE	27. DATE OF LEI
37	10	64300	WH	75013		1	06 16 21		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ. NO.	34. SEX
		1 - CSC 2 - FICA 3 - NONE			EOD DATA	452 92	

35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. MIL. SERV. CREDIT/LCD	39. FEGLI / HEALTH INSURANCE	40. SOCIAL SECURITY NO.
0 - NONE 1 - 5 PT 2 - 10 PT			1 - YES 2 - NO		

41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA
0 - NO PREVIOUS SERVICE 1 - NO BREAK IN SERVICE 2 - BREAK IN SERVICE (LESS THAN 90 DAYS) 3 - BREAK IN SERVICE (MORE THAN 90 DAYS)		FORM EXECUTED 1 - YES 2 - NO	FORM EXECUTED 1 - YES 2 - NO

SIGNATURE OR OTHER AUTHENTICATION

08/29/61 ZIK

Obsolete Previous Editions

SECRET

S 7/25/61

14-00000

SECRET
(When Filled In)

1. Serial No.	2. Name	3. Cost Center Number	4. LWOP Hours
07894	SMITH JOSEPH B	WH 2A	

9. OLD SALARY RATE				8. NEW SALARY RATE				7. TYPE ACTION		
Grade	Step	Salary	Last Eff. Date	Grade	Step	Salary	Effective Date	PSI	LSI	ADJ.
GS 13	4	$11,415	04/03/60	13	5	$11,675	10/01/61			

8. Remarks and Authentication

/ X / NO EXCESS LWOP

/ Y / IN PAY STATUS AT END OF WAITING PERIOD

/ / IN LWOP STATUS AT END OF WAITING PERIOD

WK

PAY CHANGE NOTIFICATION

Form 560 Obsolete Previous Edition
7-60

SECRET

(4-51)

14-00000

BLT: 30 SEPT 1960

SECRET
(When Filled In)

OCF

NOTIFICATION OF PERSONNEL ACTION

1. SERIAL NUMBER	2. NAME (LAST-FIRST-MIDDLE)
007894	SMITH JOSEPH B

3. NATURE OF PERSONNEL ACTION	4. EFFECTIVE DATE (MO. DA. YR.)	5. CATEGORY OF EMPLOYMENT
REASSIGNMENT	10 02 60	REGULAR

6. FUNDS	V TO V / CF TO V	V TO CF / CF TO CF	7. COST CENTER NO. CHARGEABLE	8. CSC OR OTHER LEGAL AUTHORITY
X			1221 1000 1000	50 USC 403 J

9. ORGANIZATIONAL DESIGNATIONS	10. LOCATION OF OFFICIAL STATION
DDP CA STAFF PROPAGANDA GROUP GUIDANCE BRANCH	WASH., D. C.

11. POSITION TITLE	12. POSITION NUMBER	13. CAREER SERVICE DESIGNATION
OPS OFFICER	0356	D

14. CLASSIFICATION SCHEDULE (GS, WB, etc.)	15. OCCUPATIONAL SERIES	16. GRADE AND STEP	17. SALARY OR RATE
GS	0136.01	13 4	11415

18. REMARKS

10-20-60 WP

SPACE BELOW FOR EXCLUSIVE USE OF THE OFFICE OF PERSONNEL

19. ACTION CODE	20. Employ. Code	21. OFFICE CODING Numeric	Alphabetic	22. STATION CODE	23. INTEGREE CODE	24. Region Code	25. DATE OF BIRTH (MO. DA. YR.)	26. DATE OF GRADE	27. DATE OF LEI
37	10	44300	CA	75013		1	06 16 21		

28. NTE EXPIRES	29. SPECIAL REFERENCE	30. RETIREMENT DATA (1 - CSC, 2 - FICA, 3 - NONE)	31. SEPARATION DATA CODE	32. CORRECTION/CANCELLATION DATA		33. SECURITY REQ. NO.	34. SEX
					EOD DATA		

35. VET. PREFERENCE	36. SERV. COMP. DATE	37. LONG COMP. DATE	38. MIL. SERV. CREDIT-LCD	39. FEGLI/HEALTH INSURANCE	40. SOCIAL SECURITY NO.

41. PREVIOUS GOVERNMENT SERVICE DATA	42. LEAVE CAT. CODE	43. FEDERAL TAX DATA	44. STATE TAX DATA

SIGNATURE OR OTHER AUTHENTICATION

Form 8-60 1150 Obsolete Previous Editions

SECRET

14-00000

IN ACCORDANCE WITH THE PROVISIONS OF P. L. 86-568 AND DCI MEMO DATED 1 AUGUST 1956, SALARY IS ADJUSTED AS FOLLOWS EFFECTIVE 10 JULY 1960.

SD	NAME	SERIAL	ORGN	GR-ST	OLD SALARY	NEW SALARY
D	SMITH JOSEPH B	107894	42 30	GS-13 4	$10,610	$11,415

/S/ EMMETT D. ECHOLS
DIRECTOR OF PERSONNEL

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

PAS: 25 JULY 1960

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo. / Da. / Yr.)	4. Vet. Pref. (None-0, 5 Pt-1, 10 Pt-9) Code	5. Sex	6. CS-EOD (Mo. / Da. / Yr.)
107894	SMITH JOSEPH B	06 / 16 / 21	1	M 1	09 / 17 / 51

7. SCD (Mo. / Da. / Yr.)	8. CSC Retmt. (Yes-1, No-2) Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. (Mo. / Da. / Yr.)	11. FEGLI (Yes-1, No-2) Code	12. LCD (Mo. / Da. / Yr.)	13. (Yes-1, No-2) Code
10 / 03 / 48	1	50 USCA 403 J		1	09 / 17 / 51	2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP FE BRANCH 3 PHILIPPINES STATION PP SECTION	5161	MANILA, R.P.	57557

16. Dept. - Field (Dept-2, USHd-4, Frgn-6) Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
5	OPS OFFICER	0710	GS	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade (Mo. / Da. / Yr.)	25. PSI Due (Mo. / Da. / Yr.)	26. Appropriation Number
13 4	$ 10610	D	10 / 09 / 55	10 / 05 / 58	8 3780 55 006

ACTION

27. Nature Of Action	Code	28. Eff. Date (Mo. / Da. / Yr.)	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT & TRANSFER TO VOUCHERED FUNDS	02	05 / 29 / 60	REGULAR	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP COVERT ACTION STAFF PROPAGANDA GROUP MEDIA BRANCH	4230	WASH., D.C.	75013

33. Dept. - Field (Dept-2, USHd-4, Frgn-6) Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
2	OPS OFFICER	0399	GS	0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo. / Da. / Yr.)	42. PSI Due (Mo. / Da. / Yr.)	43. Appropriation Number
13 4	$ 10610	D	10 / 09 / 55	10 / 01 / 61	0221 1000 1000

44. Remarks

[illegible]

FORM NO. 1150
1 MAR 57

SECRET

(4)

14-00000

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO.	DA.	YR.	GRADE	STEP	SALARY	EFFECTIVE DATE MO.	DA.	YR.
GS 13	2	$10,130	04	07	57	GS 13	3	$10,370	10	05	58

TO BE COMPLETED BY THE OFFICE OF THE COMPTROLLER

8. CHECK ONE ☐ NO EXCESS LWOP ☐ EXCESS LWOP
IF EXCESS LWOP, CHECK FOLLOWING:
☐ IN PAY STATUS AT END OF WAITING PERIOD
☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. PROJECTED SALARY RATE AND EFFECTIVE DATE

GRADE	STEP	SALARY	MO.	DA.	YR.

13. REMARKS

14. AUTHENTICATION

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
507894	SMITH JOSEPH B	DDP/FE 25 -3d	UV	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO.	DA.	YR.	GRADE	STEP	SALARY	EFFECTIVE DATE MO.	DA.	YR.
GS 13	2	$10,130	04	07	57	GS 13	3	$10,370	10	05	58

REMARKS

FPMT-722

CERTIFICATION

I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.

TYPED OR PRINTED NAME OF SUPERVISOR	DATE	SIGNATURE OF SUPERVISOR
Frank T. Driscoll FE/P/FSH	10 OCT 58	Frank T. Driscoll

FORM NO. 560
1 MAY
PERIODIC STEP INCREASE CERTIFICATION

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLOTMENT
507894	SMITH JOSEPH B	DDP/FE 25	UV	

6. OLD SALARY RATE						7. NEW SALARY RATE					
GRADE	STEP	SALARY	LAST EFFECTIVE DATE MO.	DA.	YR.	GRADE	STEP	SALARY	EFFECTIVE DATE MO.	DA.	YR.
GS 13	3	$10,370	10	05	58	GS 13	4	$10,610	04	03	60

TO BE COMPLETED BY THE OFFICE OF COMPTROLLER

8. CHECK ONE ☒ NO EXCESS LWOP ☐ EXCESS LWOP
IF EXCESS LWOP, CHECK FOLLOWING:
☐ IN PAY STATUS AT END OF WAITING PERIOD
☐ IN LWOP STATUS AT END OF WAITING PERIOD

9. NUMBER OF HOURS LWOP

10. INITIALS OF CLERK

11. AUDITED BY

TO BE COMPLETED BY THE OFFICE OF PERSONNEL

12. TYPE OF ACTION

☐ P.S.I. ☐ Q.S.I. ☐ PAY ADJUSTMENT

13. REMARKS

14. AUTHENTICATION

PAY CHANGE NOTIFICATION

FORM 560 REPLACES PREVIOUS EDITION
SECRET
OFFICIAL PERSONNEL FOLDER

SECRET

GENERAL SCHEDULE SALARY INCREASE RETROACTIVELY EFFECTIVE 12 JANUARY 1958 AUTHORIZED BY P. L. 85 - 462 AND DCI DIRECTIVE. SALARY AS OF 15 JUNE 1958 ADJUSTED AS FOLLOWS

NAME	SERIAL	GRADE-STEP	OLD SALARY	NEW SALARY
SMITH JOSEPH B	507894	GS-13-2	$ 9,205	$10,130

GORDON M. STEWART
/S/ DIRECTOR OF PERSONNEL

SECRET

NOTIFICATION OF PERSONNEL ACTION

DMG 7 FEB 58

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth (Mo. Da. Yr.)	4. Vet. Pref. (None-0, 5 Pt-1, 10 Pt-2) Code	5. Sex	6. CS - EOD (Mo. Da. Yr.)
507894	SMITH JOSEPH B	06 16 21	1	M 1	09 17 51

7. SCD (Mo. Da. Yr.)	8. CSC Retmt. (Yes-1, No-2) Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. (Mo. Da. Yr.)	11. FEGLI (Yes-1, No-2) Code	12. LCD (Mo. Da. Yr.)	13. Mil. Serv. Credit LCD (Yes-1, No-2) Code
10 03 48	1	50 USCA 403 J		1	09 17 51	2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP FE BR 5 OFFICE OF THE CHIEF	5121	WASH. D. C.	75013

16. Dept. - Field (Dept-1, USfld-3, Frgn-5) Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
2	AREA OPS OF D BR CH	3369	GS	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade (Mo. Da. Yr.)	25. PSI Due (Mo. Da. Yr.)	26. Appropriation Number
13 2	$ 9205	DP	10 09 55	10 05 58	8 3700 20

ACTION

27. Nature Of Action	Code	28. Eff. Date (Mo. Da. Yr.)	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT / TRANSFER TO UNVOUCHERED FUNDS	05	02 09 58	REGULAR	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP FE BRANCH 3 PHILIPPINES STATION PP SECTION	5161	MANILA P. P.	57557

33. Dept. - Field (Dept-1, USfld-3, Frgn-5) Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
15	OPS OFF PP	0710	GS	0136.31

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade (Mo. Da. Yr.)	42. PSI Due (Mo. Da. Yr.)	43. Appropriation Number
13 2	$ 9205	DP	10 09 55	10 05 58	8 3780 55 006

44. Remarks

SUBJECT TO APPROVED MEDICAL CLEARANCE PRIOR TO BEING SENT OVERSEAS.

POSTED

CAM

FORM NO. 1150a
1 MAR 57

2/14/58

14-00000

SECRET
(When Filled In)

NOTIFICATION OF PERSONNEL ACTION

DMG.

1. Serial No.	2. Name (Last-First-Middle)	3. Date Of Birth Mo. Da. Yr.	4. Vet. Pref. (None-0, 5 Pt-1, 10 Pt-2) Code	5. Sex	6. CS - EOD Mo. Da. Yr.
107894	SMITH JOSEPH B	06 15 21	1	M 1	09 17 51

7. SCD Mo. Da. Yr.	8. CSC Retmt. (Yes-1, No-2) Code	9. CSC Or Other Legal Authority	10. Apmt. Affidav. Mo. Da. Yr.	11. FEGLI (Yes-1, No-2) Code	12. LCD Mo. Da. Yr.	13. (Yes-1, No-2) Code
10 03 48	1	50 USCA 403 J			09 17 51	2

PREVIOUS ASSIGNMENT

14. Organizational Designations	Code	15. Location Of Official Station	Station Code
DDP FE BR 5 MALAYA & AUSTRALIA SEC OFFICE OF THE CHIEF		WASH. D. C.	

16. Dept. - Field (Dept - 2, USfld - 4, Frgn - 6) Code	17. Position Title	18. Position No.	19. Serv.	20. Occup. Series
2	AREA OPS OFF CH	303	GS	0136.01

21. Grade & Step	22. Salary Or Rate	23. SD	24. Date Of Grade Mo. Da. Yr.	25. PSI Due Mo. Da. Yr.	26. Appropriation Number
13 2	$ 9205	DP			8 3700 20

ACTION

27. Nature Of Action	Code	28. Eff. Date Mo. Da. Yr.	29. Type Of Employee	Code	30. Separation Data
REASSIGNMENT	56	11 17 57	REGULAR	01	

PRESENT ASSIGNMENT

31. Organizational Designations	Code	32. Location Of Official Station	Station Code
DDP FE BR 5 OFFICE OF THE CHIEF	5121	WASH. D. C.	75013

33. Dept. - Field (Dept - 2, USfld - 4, Frgn - 6) Code	34. Position Title	35. Position No.	36. Serv.	37. Occup. Series
2	AREA OPS OF D BR CH	3369	GS	0136.01

38. Grade & Step	39. Salary Or Rate	40. SD	41. Date Of Grade Mo. Da. Yr.	42. PSI Due Mo. Da. Yr.	43. Appropriation Number
13 2	$ 9205	DP	10 09 55	10 09 55	8 3700 20

44. Remarks

POSTED
11/29/57

C. M.

FORM NO. 1 MAR 57 1150

SECRET

(4)

14-00000

SECRET
(WHEN FILLED IN)

1. EMP. SERIAL NO.	2. NAME	3. ASSIGNED ORGAN.	4. FUNDS	5. ALLCTN
107894	SMITH JOSEPH B	DDP/FE 14	V-20	

6. OLD SALARY RATE						7. NEW SALARY RATE					
			LAST EFFECTIVE DATE						EFFECTIVE DATE		
GRADE	STEP	SALARY	MO.	DA.	YR.	GRADE	STEP	SALARY	MO.	DA.	YR.
13	1	$ 8,990	10	09	55	13	2	$ 9,205	04	~~06~~ 07	57

REMARKS

CERTIFICATION

I CERTIFY THAT THE SERVICE AND CONDUCT OF THE ABOVE NAMED EMPLOYEE ARE SATISFACTORY.

TYPED, OR PRINTED, NAME OF SUPERVISOR	DATE	SIGNATURE OF SUPERVISOR
R H Linn	13 Mar 57	CFE/[illegible]

PERIODIC STEP INCREASE - CERTIFICATION

FORM NO. 560
1 MAR. 50

SECRET

PERSONNEL FOLDER (4)

STANDARD FORM 50 (8 PART)
REV. APRIL 1951
PROMULGATED BY
U.S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

NTRAL INTELLIGENCE AGEN

CONFIDENTIAL

NOTIFICATION OF PERSONNEL ACTION

1v1

1. NAME	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Joseph B. Smith 107894	16 Jan 1921		5 Dec 1956

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Reassignment 01	EOD 2 Dec 1956	50 USCA 403 J

FROM		TO
Ops Officer (PP) BF7-923	8. POSITION TITLE	Area Ops Officer (CH) BF-303-13
GS-0136.31-13 $8990.00 per annum	9. SERVICE, SERIES, GRADE, SALARY	GS-0136.01-13 $8990.00 per annum
DDP/FE Branch 5 Malaya Singapore Station	10. ORGANIZATIONAL DESIGNATIONS 512131	DDP/FE Branch 5 Malaya & Australia Section Office of the Chief
Singapore	11. HEADQUARTERS 2	Washington, D. C.
[X] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPT'L	[ ] FIELD [X] DEPARTMENTAL

13. VETERAN'S PREFERENCE: NONE	WWII	OTHER	5 PT.	10 POINT (DISAB / OTHER)	14. POSITION CLASSIFICATION ACTION: NEW	VICE	I. A.	REAL	
			X						SD/BP

1

15. SEX	16. APPROPRIATION	17. SUBJECT TO C. S. RETIREMENT ACT	18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	19. LEGAL RESIDENCE
M	W FROM: 7-3745-55-042 TO: 7-3700-20 750-13	Yes		[ ] CLAIMED [ ] PROVED STATE:

1

20. REMARKS:

3 EOD 09/17/51

"Transfer TO Vouchered funds FROM Unvouchered funds."

TOGGLED 1957 GP

CONFIDENTIAL

ENTRANCE PERFORMANCE RATING:

Director of Personnel

SIGNATURE OR OTHER AUTHENTICATION

4. PERSONNEL FOLDER COPY

U.S. GOVERNMENT PRINTING OFFICE: 1956-373647

20 12/06/56

14-00000

...o (7 PART)
...
...
CIVIL SERVICE COMMISSION
...FEDERAL PERSONNEL MANUAL

SECRET
(WHEN FILLED IN)

MJW

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.-MISS-MRS.-ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
MR. JOSEPH B. SMITH	16 Jun 1921		6 Sept 1956

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Conversion from FSS Status 60	BOB 26 Aug 1956	50 USCA 403 J

FROM		TO
Ops. Officer (PP) BFF-923 (Info. Officer)	8. POSITION TITLE	Ops. Officer (PP) BFF-923
GS-0136.31-13 $8990.00 per annum (FSS-5 $8015.00 per annum)	9. SERVICE, SERIES, GRADE, SALARY	GS-0136.31-13 $8990.00 per annum
	10. ORGANIZATIONAL DESIGNATIONS 516900	DDP/FE Branch 5 Malaya Singapore Station
	11. HEADQUARTERS 5	Singapore
XX FIELD / DEPARTMENTAL	12. FIELD OR DEPT'L	XX FIELD / DEPARTMENTAL

13. VETERAN'S PREFERENCE: NONE / WWII / OTHER / 5-PT. X / 10-POINT (DISAB. / OTHER)

14. POSITION CLASSIFICATION ACTION: NEW / VICE / I. A. / REAL. — SD/DP

16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
W	FROM: 3745-55-042 TO: same 430-51	Yes		☒ CLAIMED ☐ PROVED STATE:

REMARKS:

3 EOD

POSTED
10 Sep 1956 [signature]

...ICE PERFORMANCE RATING:

...ector of Personnel

...SIGNATURE OR OTHER AUTHENTICATION

1. EMPLOYEE COPY

...ET

ey 9/7/52

14-00000

FORM 50 (7 PART)
... 1951
... BY
...ICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

SECRET
(WHEN FILLED IN)

NOTIFICATION OF PERSONNEL ACTION

rvs

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
MR. JOSEPH B. SMITH	16 June 1921		4 October 1955

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
PROMOTION	9 Oct. 1955	50 USCA 403 J

FROM		TO
Ops Officer (PP) BFF-923-12	8. POSITION TITLE	Ops Officer (PP) BFF-923
GS-0136.31-12 $7785.00 per annum	9. SERVICE, SERIES, GRADE, SALARY	GS-0136.31-13 $8990.00 per annum
Branch 5	10. ORGANIZATIONAL DESIGNATIONS	DDP/FE Branch 5 Malaya Singapore Station
	11. HEADQUARTERS	Singapore, Malaya
☐ FIELD ☐ DEPARTMENTAL	12. FIELD OR DEPT'L	☒ FIELD ☐ DEPARTMENTAL

13. VETERAN'S PREFERENCE						14. POSITION CLASSIFICATION ACTION				
NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER	NEW	VICE	I. A.	REAL.	
			x							SD-DP

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 6-3745-55-042 TO: Same	Yes		☑ CLAIMED ☐ PROVED STATE:

21. REMARKS:

POSTED
[signature] 10/10/55

ENTRANCE PERFORMANCE RATING:
Director of Personnel

22. SIGNATURE OR OTHER AUTHENTICATION

SECRET

1. ~~EMPLOYEE~~ COPY

recd 10/4/55

14-00000

...) and organizational designations

★ U. S. GOVERNMENT PRINTING OFFICE: 1952 : 097374

1. Employee's name (and social security account number when appropriate): SMITH, Joseph Burkholder

2. Pay roll:

3. Block No.: UU

4. Slip No.:

6. Grade and salary: GS-12 $7040

PAY ROLL CHANGE DATA

	BASE PAY	OVERTIME		GROSS PAY	RET.	TAX	BOND	F. I. C. A.			NET PAY
7. Previous normal											
8. New normal											
9. Pay this period											

10. Remarks:

TO FINANCE DIVISION 19 OCT 54

PURSUANT TO DCI DIRECTIVE
EFFECTIVE 13 MAR. 1955
SALARY ADJUSTED TO: 7785

11. Appropriation(s): ~~FE-19~~

12. Prepared by: 8 Sep 54

13. Audited by:

☒ Periodic step-increase ☐ Pay adjustment ☐ Other step-increase

14. Effective date: 24 Oct 54

15. Date last equivalent increase: 26 Apr 53

16. Old salary rate: $7040

17. New salary rate: $7240

18. Performance rating is satisfactory or better.

(Signature or other authentication)

19. LWOP data (Fill in appropriate spaces covering LWOP during following periods): Period(s):

☐ No excess LWOP. Total excess LWOP

(Check applicable box in case of excess LWOP)

STANDARD FORM NO. 1126d—Revised
Form prescribed by Comp. Gen., U. S.
Nov. 8, 1950, General Regulations No. 102

PAY ROLL CHANGE SLIP—PERSONNEL COPY

PCH

14-00000

Form 52

Unvouchered

2/25/54

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname): Mr. Joseph B. Smith

2. DATE OF BIRTH: 16 June 1921

3. REQUEST NO.:

4. DATE OF REQUEST: 17 Feb 54

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.): Reassignment
B. POSITION (Specify whether establish, change grade or title, etc.):

6. EFFECTIVE DATE
A. PROPOSED: FEB 28 1954
B. APPROVED: FEB 28 1954

7. C.S. OR OTHER LEGAL AUTHORITY:

FROM		TO
Intelligence Officer ~~B-5~~	8. POSITION TITLE AND NUMBER	~~O/B Officer (PI) BFF-923~~
GS-12 $7040. p/a	9. SERVICE, GRADE, AND SALARY	GS-0136.31--12 $7040. p/a
DDP/FE ~~[illegible]~~ Malaya Station	10. ORGANIZATIONAL DESIGNATIONS	Same ~~Same~~ Branch 5
Singapore	11. HEADQUARTERS	~~Same~~ Singapore, Malaya
[X] FIELD [ ] DEPARTMENTAL	12. FIELD OR DEPARTMENTAL	[X] FIELD [ ] DEPARTMENTAL

A. REMARKS (Use reverse if necessary):

B. REQUESTED BY (Name and title): Christine Collins

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension):

D. REQUEST APPROVED BY
Signature: [signature]
B. C. Clinkscale
Title: FE Personnel Officer

13. VETERAN PREFERENCE

NONE	5 PT.	DISAB.	OTHER (10 POINT)
X			

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I. A.	REAL.

CD:PP DP

15. CS. 16. FUNCTION: [illegible]

17. APPROPRIATION
FROM: 4-3745-55-042
TO: Same

18. SUBJECT TO C.S. RETIREMENT ACT (YES—NO): Yes

19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY):

20. LEGAL RESIDENCE
[ ] CLAIMED [ ] PROVED
STATE:

21. STANDARD FORM 50 REMARKS

POSTED 25 Feb 54

Copies to Sec. 2/20

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS
A.			
B. CEIL. OR POS. CONTROL	[initials]	23 Feb 54	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.			
E.			
F. APPROVED BY	2-24-54		[signature]

10—67829-0

14-00000

7d1mx
8/4/54
Sam

STANDARD FORM 52
PROMULGATED BY THE U. S. CIVIL SERVICE COMMISSION, JANUARY 1950—FEDERAL PERSONNEL MANUAL, CHAPTER R1

REQUEST FOR PERSONNEL ACTION

REQUESTING OFFICE: Fill in items 1 through 12 and A through D except 6B and 7 unless otherwise instructed. If applicable, obtain resignation and fill in separation data on reverse.

1. NAME (Mr.—Miss—Mrs.—One given name, initial(s), and surname)	2. DATE OF BIRTH	3. REQUEST NO.	4. DATE OF REQUEST
Mr. Joseph B. Smith	16 June 1921		14 July 54

5. NATURE OF ACTION REQUESTED:
A. PERSONNEL (Specify whether appointment, promotion, separation, etc.)
Integration - USIA

B. POSITION (Specify whether establish, change grade or title, etc.)
INTELLIGENCE OFFICER # S-5

6. EFFECTIVE DATE
A. PROPOSED: 23 Jul 1954
B. APPROVED: ~~23 Feb. 1954~~ 23 Jul 54

7. C. S. OR OTHER LEGAL AUTHORITY

	FROM—		TO—
8. POSITION TITLE AND NUMBER	~~Ops Officer (PP) DPP 923~~		Information Officer HFF 923
9. SERVICE, GRADE, AND SALARY	~~GS-0136.31-12~~ $7040.00 P/A GS-132-12		FSS-5 $7095.00 P/A
10. ORGANIZATIONAL DESIGNATIONS	DDP/FE Malaya Station		DDP/FE Malaya Station
11. HEADQUARTERS	Singapore, ~~Malaya~~		Singapore, Malaya
12. FIELD OR DEPARTMENTAL	X FIELD ☐ DEPARTMENTAL		X FIELD ☐ DEPARTMENTAL

A. REMARKS (Use reverse if necessary)
No differential is to be paid since Subject's CIA salary is $7040 and FSS is $7095.
Sick and annual leave are to be held in escrow until Subject reverts to GS status.
*EOD USIA 23 Feb. 1954

B. REQUESTED BY: (Name and title)
H. C. Clinkscale, FE Personnel Office

C. FOR ADDITIONAL INFORMATION CALL (Name and telephone extension)
Gertrude Smith X-2314

D. REQUEST APPROVED BY: Approved JUL 23 1954
Signature: D. M. Collins
Title: PP/Career Service

13. VETERAN PREFERENCE: NONE | WWII | OTHER | 5-PT. X | 10-POINT: DISAB. | OTHER

14. POSITION CLASSIFICATION ACTION: NEW | VICE | I. A. | REAL. — CD : PP

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 5-3745-55-042 TO: Same	Yes		☐ CLAIMED ☐ PROVED STATE: Penn

21. STANDARD FORM 50 REMARKS

POSTED
MW 6 AUG 1954

22. CLEARANCES	INITIAL OR SIGNATURE	DATE	REMARKS:
A.			
B. CEIL. OR POS. CONTROL	MW	3 Aug 54	
C. CLASSIFICATION			
D. PLACEMENT OR EMPL.	[illegible]	7/30/54	
E.			

F. APPROVED BY Joseph B. Ragan by D. C. Dawson 7/29/54

19—67352-8

14-00000

STANDARD FORM 50
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

CENTRAL INTELLIGENCE AGENCY

SECRET

NOTIFICATION OF PERSONNEL ACTION

Con. 13 Nov. 53 mem

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Joseph B. Smith	16 June 21		14 Dec. 53

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Reassignment	E. O. D. 20 Dec 53	50 USCA 403 J

FROM		TO
Operations Officer (PW) EF-93	8. POSITION TITLE	Intelligence Officer XX S-5-12
GS-132-12 $7040.00 per annum	9. SERVICE, SERIES, GRADE, SALARY	GS-132-12 $7040.00 per annum
DDP/FE Political & Psychological Warfare Political & Psycholcgical Warfare Sect	10. ORGANIZATIONAL DESIGNATIONS	DDP/FE Malaya Station
Washington, D. C.	11. HEADQUARTERS	Singapore, Malaya
[ ] FIELD [X] DEPARTMENTAL	12. FIELD OR DEPT'L	[X] FIELD [ ] DEPARTMENTAL

13. VETERAN'S PREFERENCE

NONE	WWII	OTHER	5-PT.	10-POINT DISAB.	10-POINT OTHER
			X		

claimed

14. POSITION CLASSIFICATION ACTION

NEW	VICE	L.A.	REAL.

CD-FP

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 4-3700-20 TO: 4-3745-55-042	Yes		[ ] CLAIMED [ ] PROVED STATE:

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

"Transfer TO Unvouchered funds FROM Vouchered funds."

SECRET
Security Information

ENTRANCE PERFORMANCE RATING:

Personnel Director

4. PERSONNEL FOLDER COPY

12/15/53

U.S. GOVERNMENT PRINTING OFFICE 1953

STANDARD FORM 50
REV. APRIL 1951
PROMULGATED BY
U. S. CIVIL SERVICE COMMISSION
CHAPTER R1, FEDERAL PERSONNEL MANUAL

ENTRAL INTELLIGENCE AGENC

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME): Mr. Joseph B. Smith
2. DATE OF BIRTH: 16 June 21
3. JOURNAL OR ACTION NO.:
4. DATE: 16 Apr. 53

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY): Promotion
6. EFFECTIVE DATE: 26 Apr. 53
7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY: ScheduleA-6.116(b)

FROM		TO
Operations Officer (PW) BF-93-11	8. POSITION TITLE	Same BF-93
GS-132-11 $5940.00 per annum	9. SERVICE, SERIES, GRADE, SALARY	GS-132-12 $7040.00 per annum
DDP/FE Political and Psychological Warfare Political and Psychological Warfare Section	10. ORGANIZATIONAL DESIGNATIONS	Same Same Same
Washington, D.C.	11. HEADQUARTERS	Same
☐ FIELD ☒ DEPARTMENTAL	12. FIELD OR DEPT'L	☐ FIELD ☒ DEPARTMENTAL

13. VETERAN'S PREFERENCE: NONE ☐ WWII X OTHER ☐ 5-PT. X 10-POINT: DISAB ☐ OTHER ☐

14. POSITION CLASSIFICATION ACTION: NEW VICE L.A. REAL.

15. SEX: M 16. RACE: W
17. APPROPRIATION: 11X2100 3700-20 FROM: TO:
18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO): yes
19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY):
20. LEGAL RESIDENCE: ☒ CLAIMED ☐ PROVED STATE: Penna.

21. REMARKS: This action is subject to all applicable laws, rules, and regulations and may be subject to investigation and approval by the United States Civil Service Commission. The action may be corrected or canceled if not in accordance with all requirements.

ENTRANCE PERFORMANCE RATING:

22. SIGNATURE OR OTHER AUTHENTICATION
Chief, Personnel Division

U. S. GOVERNMENT PRINTING OFFICE

4. PERSONNEL FOLDER COPY

(1) Staff or Division FE (2) Date T/O Approved 17 November 1952 (3) Effective date of Action 7 December 1952

(4) NAME	(5) ORG. INF. & POS. TITLE	(6) SCHEDULE SERIES-GRADE	(7) SLOT NOS.	(8) ACTION	(9) ORG. INF. & POS. TITLE	(10) SCHEDULE SERIES-GRADE	(11) SLOT NOS.
OPC/FE FE-2 China Sec Ing, Horatius	Intell Off.	GS-13	581		Pol & Psy FE Stf O/C Ops Off-Pls	GS-132-13	BF-88
OPC/FE P&O Br Ferguson, Edna	Secy-Steno	GS-6	501		Secy-Steno	GS-318-6	BF-90
OPC/FE P&O Br Ops.Sec Sherman, Katharine L.-P/W Unit	Ops Off	GS-14	1173		Pol & Psy FE Section Ops Officer	GS-132-14	BF-91
OPC/FE P&O Br Pls Sec Ishii, John -P/W Unit	Ops Off	GS-12	523		Ops Off P/W	GS-132-12	BF-92
OPC/FE P&O Br Ops Sec Smith, Joseph - P/W Unit	Intell Off	GS-11	521		Ops Off F.W.	GS-132-11	BF-93
OPC/FE P&O Br Int Sec Christensen, Julianne	Intell Off	GS-7	525		Ops Off-R.A.	GS-132-7	BF-94

(12) APPROVED BY: [illegible]
Staff or Division Chief

(13) APPROVED BY: [illegible]
Class. & Wage Div.

(14) APPROVED BY: [illegible]
Personnel Div.

SECRET
Security Information

STANDARD FORM NO. 50 (PART 8)
OCTOBER 1948
PROMULGATED BY
CHAPTER R-1, FEDERAL PERSONNEL MANUAL
U. S. CIVIL SERVICE COMMISSION

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION (ml)

1. NAME (MR. - MISS - MRS. - ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Joseph B. Smith	16 June 1921	#1389	24 Mar. 52'

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Reassignment & Promotion	30 Mar. 52'	Schedule A-6.116(b)

FROM		TO
Intelligence Officer	8. POSITION TITLE	Operations Officer
GS-9-132 $5060.00 per. annum.	9. SERVICE, SERIES, GRADE, SALARY	GS-11-132 $5940.00 per. annum.
OPC FE Plans Branch	10. ORGANIZATIONAL DESIGNATIONS	OPC FE Plans & Operations Branch Psychological Warfare Unit
Washington, D. C.	11. HEADQUARTERS	
FIELD [ ] DEPARTMENTAL [X]	12. FIELD OR DEPT'L	FIELD [ ] DEPARTMENTAL [ ]

13. VETERAN'S PREFERENCE

NONE	DISAB.	OTHER	5 PT.	10-POINT DISAB.	10-POINT OTHER
	X		X		

14. POSITION CLASSIFICATION ACTION

NEW	VICE	I.A.	REAL
			X

Bu.#9801
3/13/52'

15. SEX	16. RACE	17. APPROPRIATION	18. SUBJECT TO C. S. RETIREMENT ACT (YES - NO)	19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)	20. LEGAL RESIDENCE
M	W	FROM: 2123900 TO: 2017	Yes		[X] CLAIMED [ ] PROVED STATE: Penna.

21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES, AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.

(921)

Chief, Personnel Division

ENTRANCE EFFICIENCY RATING:

22. SIGNATURE OR OTHER AUTHENTICATION

KW 3-25-52

GS

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4. PERSONNEL FOLDER COPY

14-00000

P.C. 8/29/51

(ml)

STANDARD FORM NO. 50 (8 PARTS) OCTOBER 1948 PROMULGATED BY CHAPTER R-1, FEDERAL PERSONNEL MANUAL U. S. CIVIL SERVICE COMMISSION

CENTRAL INTELLIGENCE AGENCY

NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.— ONE GIVEN NAME, INITIAL(S), AND SURNAME)	2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
Mr. Joseph B. Smith	16 June 1921	# 8003	17 Sept. 1951

This is to notify you of the following action affecting your employment:

5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)	6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY
Excepted Appointment	17 Sept. 1951	Schedule A-6.116(b)

FROM		TO
	8. POSITION TITLE	Intelligence Officer, GS-9
	9. SERVICE, SERIES, GRADE, SALARY	GS-9-132 $4600.00 per. annum.
	10. ORGANIZATIONAL DESIGNATIONS	OPC FE Plans Branch
	11. HEADQUARTERS	Washington, D. C.
FIELD / DEPARTMENTAL	12. FIELD OR DEPT'L	FIELD / DEPARTMENTAL X

13. VETERAN'S PREFERENCE: NONE | 5-PT. | 10-POINT DISAB. | OTHER

14. POSITION CLASSIFICATION ACTION: NEW | VICE | I.A. | REAL — Bu.#2974 CSC#3031 6/2/49

15. SEX: M | 16. RACE | 17. APPROPRIATION FROM: 2123900 TO: 2017

18. SUBJECT TO C. S. RETIREMENT ACT (YES—NO): Yes

19. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY): 17 Sept. 1951

20. LEGAL RESIDENCE: X CLAIMED / PROVED STATE: Penna.

21. REMARKS: THIS ACTION IS SUBJECT TO ALL APPLICABLE LAWS, RULES AND REGULATIONS AND MAY BE SUBJECT TO INVESTIGATION AND APPROVAL BY THE UNITED STATES CIVIL SERVICE COMMISSION. THE ACTION MAY BE CORRECTED OR CANCELLED IF NOT IN ACCORDANCE WITH ALL REQUIREMENTS.

(73302)

...UANT TO DCI DIRECTIVE
...VE 24 OCT. 1951
...Y ADJUSTED TO $ 5060

This appointment is subject to the satisfactory completion of a trial period of one year.

"Subject to a satisfactory medical examination."

SF61 Affidavit Executed.

CAS - 09/26/51
CSEDC - 09/17/51
KCC - 09/17/51

D V Mulcahy

D. V. MULCAHY

Personnel Division

22. SIGNATURE OR OTHER AUTHENTICATION

ENTRANCE EFFICIENCY RATING:

U. S. GOVERNMENT PRINTING OFFICE

4. PERSONNEL FOLDER COPY

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 007894

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Smith, Joseph B.	16 Jun 21	M	GS-14	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Operations Officer	DDP/WH/1	Mexico City

9. CHECK (X) TYPE OF APPOINTMENT

X CAREER | RESERVE | TEMPORARY

CAREER-PROVISIONAL (See instructions - Section C)

SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT

INITIAL | REASSIGNMENT SUPERVISOR

X ANNUAL | REASSIGNMENT EMPLOYEE

SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.: 31 December 1972

12. REPORTING PERIOD (From- to-): 1 January - 31 October 1972

SECTION B — PERFORMANCE EVALUATION

U-Unsatisfactory — Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

M-Marginal — Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.

P-Proficient — Performance is satisfactory. Desired results are being produced in the manner expected.

S-Strong — Performance is characterized by exceptional proficiency.

O-Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: Supervises a section that is responsible for CA, Political, and Exile activities. This includes supervision over two officers, 1 NOC, one IA and one secretary.	S
SPECIFIC DUTY NO. 2: Supervises operations for the collection of intelligence on selected targets in the Mexican government and political arena.	S
SPECIFIC DUTY NO. 3: Develops new contacts and operations to improve the output of Station third country targeted propaganda.	S
SPECIFIC DUTY NO. 4: Develops new contacts for producing intelligence on significant targets inthe Mexican political and intellectual community.	S
SPECIFIC DUTY NO. 5:	
SPECIFIC DUTY NO. 6:	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 45 OBSOLETE PREVIOUS EDITIONS

SECRET

OFFICE OF PERSONNEL

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

FEB 1 3 14 PM '73

Subject is a mature seasoned officer who has an excellent grasp and understanding of local politics and its ever changing profile. Most of his career Subject has specialized in the CA activity and this experience has proven very useful to the Station. During this reporting period he was given added responsibility in supervision and a change of pace with operational duties in the subversive, leftist and exile field. He accepted the new challenge and performed well. Just recently the Station has completed major reorganizational changes which resulted in Subject once more concentrating his attention on CA and Mexican government matters. He has done exceptionally well at developing contacts in Government circles and we are taking advantage of his ability to do this to develop long lasting and meaningful relationships. (This beyond official liaison contacts.)

Subject is responsive to guidance and direction and is one of our more imaginative officers. Most recently he has indicated a desire to retire, after completion of his present tour in August 1973. Subject has performed well at this Station for over three years and his departure will be most felt in the area of his specialization.

SECTION D	CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
8 Jan 1973	/s/ XXXXXXXXXXXXXXX Joseph B. Smith

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
8 Jan 1973	Operations Officer	/s/ John W. Beckwith

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I agree with the above. The loss to the Station is greater than usual for Subject is retiring and thus his considerable talents will probably be unavailable to the Agency, unless some special arrangements are made in the future, depending on what he ends up doing.

I am personally sorry to see this friend leave the Agency and I know further that it will be hard to replace his abilities in various operational fields, including that of good contacts in the community here. He has served the Agency well here and in many other posts and his leaving is a loss to us.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
8 Jan 1973	Chief of Station	/s/ John R. Horton

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 007894

SECTION A — GENERAL

1. NAME (Last) (First) (Middle): Smith, Joseph B.	2. DATE OF BIRTH: 16 June 21	3. SEX: M	4. GRADE: GS-14	5. SD: D
6. OFFICIAL POSITION TITLE: Operations Officer	7. OFF/DIV/BR OF ASSIGNMENT: DDP/WH/1		8. CURRENT STATION: Mexico City	

9. CHECK (X) TYPE OF APPOINTMENT: XX CAREER; RESERVE; TEMPORARY; CAREER-PROVISIONAL (See instructions - Section C); SPECIAL (Specify)

10. CHECK (X) TYPE OF REPORT: INITIAL; XX ANNUAL; SPECIAL (Specify); REASSIGNMENT SUPERVISOR; REASSIGNMENT EMPLOYEE

11. DATE REPORT DUE IN O.P.:

12. REPORTING PERIOD (From- to-): April 1971 - 31 December 1971

SECTION B — PERFORMANCE EVALUATION

- **U-Unsatisfactory** — Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- **M-Marginal** — Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.
- **P-Proficient** — Performance is satisfactory. Desired results are being produced in the manner expected.
- **S-Strong** — Performance is characterized by exceptional proficiency.
- **O-Outstanding** — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Supervises the CA section of the station which includes one station case officer, one senior outside career agent and parttime services of one senior contract agent.	O
SPECIFIC DUTY NO. 2: Supervises operations for the collection of intelligence on selected targets in the Mexican government and political arena.	S
SPECIFIC DUTY NO. 3: Develops new contacts and operations to improve the output of station third country targeted propaganda.	S
SPECIFIC DUTY NO. 4: Develops new contacts for producing intelligence on significant targets in the Mexican intellectual community.	S
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

28 FEB 1972

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

14-00000

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

FEB 25 1 42 PM '72

Subject is now well into his second tour at this station and has not lost any of his momentum. He charges into his work daily as if it were all a new challenge and new experience. His past fitness reports from this station have all reflected his professional approach to the job and he continues to merit these plaudits. He is conscientious, dedicated and a team worker. He takes direction well and takes great pride in meeting deadlines. One of our more imaginative officers who is effective.

Yet, with all of this, he has not progressed in the organization as he should have. It has been recommended that he be considered for promotion and/or a chance in a command job. The station is presently considering some reorganization which will give Subject an opportunity to manage and direct activity which will be diversified and a change from the specialized jobs he has held in the past. This will be another excellent test for him and we are optimistic in that he will handle this new assignment with the same degree of expertise that we have learned to expect from him.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
9 Feb 1972	/s/ Joseph B. Smith

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
9 Feb 1972	Deputy Chief of Station	/s/ George A. Fill

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I agree with all of the above. Concerning his performance here and his delay in getting a promotion, I made a special point of bringing these matters to the attention of Deputy Chief, WOMACE, while I was in Washington in October of 1971. Our pending reorganization would find him with considerably increased responsibility, which is a good indicator of how we feel about him.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
9 Feb 1972	Chief of Station	/s/ John R. Horton

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 007894

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
SMITH, JOSEPH B.	16 June 21	M	GS-14	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Operations Officer	DDP/WH/Branch 1	Mexico City

9. CHECK (X) TYPE OF APPOINTMENT

XX	CAREER		RESERVE		TEMPORARY
	CAREER-PROVISIONAL (See instructions - Section C)				
	SPECIAL (Specify):				

10. CHECK (X) TYPE OF REPORT

	INITIAL		REASSIGNMENT SUPERVISOR
XX	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.:

12. REPORTING PERIOD (From- to-): April 1970 - 31 March 1971

SECTION B — PERFORMANCE EVALUATION

- **U—Unsatisfactory** — Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- **M—Marginal** — Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.
- **P—Proficient** — Performance is satisfactory. Desired results are being produced in the manner expected.
- **S—Strong** — Performance is characterized by exceptional proficiency.
- **O—Outstanding** — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: Supervises the CA section of the station which includes one station case officer, one senior outside career agent and parttime services of one senior contract agent.	O
SPECIFIC DUTY NO. 2: Supervises operations for the collection of intelligence on selected targets in the Mexican government and political arena.	S
SPECIFIC DUTY NO. 3: Develops new contacts and operations to improve the output of station third country targeted propaganda.	O
SPECIFIC DUTY NO. 4: Develops new contacts for producing intelligence on significant targets in the Mexican intellectual community.	S
SPECIFIC DUTY NO. 5: Uses his language capability in the conduct of above-mentioned operational activity, especially 3 and 4.	S
SPECIFIC DUTY NO. 6:	

10 APR 1971

OVERALL PERFORMANCE IN CURRENT POSITION

	RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

SECRET

(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Subject, a senior officer in all respects, has been at this station for the past 20 months as the responsible CA and Political officer. His past fitness report covered very thoroughly and accurately his ability to meet, develop and recruit assets that are important to station's objective. He enjoys his work and the challenge of being on the spot. He is a thoroughly experienced officer in his field and although forced to specialize for years, we must start thinking of more responsible and more diversified employment for this fine officer.

He is conscientious, dedicated and a team worker. He takes direction well and takes great pride in completing his obligations on schedule. One of the more imaginative officers of the station who is aggressive and effective. He handles his financial responsibilities well and has a good appreciation for the expenditure of official funds.

I was particularly impressed with Subject during his recent activity re the MAR disclosures. Subject cannot be credited for the disclosures but he can be given full credit for exploiting these events. He quickly put to use all of his assets. He personally prepared material for passage to the press. He supplied information for coverage in other papers in the hemisphere. He coordinated and furnished guidance to other Latin American stations on this subject. In all, he worked

-continued

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT.	
DATE: 26 March 1971	SIGNATURE OF EMPLOYEE: /s/ Joseph B. Smith	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE: 26 March 1971	OFFICIAL TITLE OF SUPERVISOR: Deputy Chief of Station	TYPED OR PRINTED NAME AND SIGNATURE: /s/ George A. Fill
3.	BY REVIEWING OFFICIAL	

COMMENTS OF REVIEWING OFFICIAL

I agree with all of the above. Subject does a marvelous job in the propaganda field, getting a great deal of product out of a greatly-reduced (in number and cost) propaganda apparatus. He has a good sense of politics, and we have a few operations which are devoted to finding out what the GOM won't tell us and what the political section probably can't get at. He has a good way with people and has made some interesting acquaintances which, in themselves, greatly increase the sensitivity of the station.

Our lack of a political mission here, aside from the limited one

-continued

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
26 March 1971	Chief of Station	/s/ John R. Horton

SECRET

SECTION C NARRATIVE COMMENTS -continued

long hours, devoted his full efforts and produced remarkably when we needed him. He can always be expected to perform in this manner.

COMMENTS OF REVIEWING OFFICIAL -continued

alluded to above, means that Subject is not able fully to use and to demonstrate his great operational talent and flair in this field. What we have here to do is done well under his able management.

For one reason or another, I think largely because of his having been in more or less specialized jobs, although senior ones, rather than having been in a command position, Subject has lost ground in promotions, having been in grade since December, 1962. I should like to see him promoted in this position or, if this is difficult, to see him given a chance in a command job which might qualify him for promotion.

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 007894

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
Smith Joseph B.	16 June 21	M	GS-14	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Off.	DDP/WH/Br. 1	Mexico City

9. CHECK (X) TYPE OF APPOINTMENT

X CAREER — RESERVE — TEMPORARY

CAREER-PROVISIONAL (See Instructions - Section C)

SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT

XX INITIAL — REASSIGNMENT SUPERVISOR

ANNUAL — REASSIGNMENT EMPLOYEE

SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.: 05/70

12. REPORTING PERIOD (From- to-): June 1969 - April 1970

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Chief of CA Section, supervising one Station Case Officer, two outside Case Officers and one secretary.	S
SPECIFIC DUTY NO. 2: Directing CA assets so that they not only accomplish assigned CA missions, but contribute to Station's efforts against Soviet targets.	S
SPECIFIC DUTY NO. 3: Development of new contacts and assets to contribute to priority Station objectives.	S
SPECIFIC DUTY NO. 4: Liaison with the LNPURE political section and with QKFLOWAGE	S
SPECIFIC DUTY NO. 5:	
SPECIFIC DUTY NO. 6:	

12 JUN 1970

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 6-66 45 USE PREVIOUS EDITIONS

SECRET

14-00000

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Subject has his goals clearly in mind and has proceeded about his business with full confidence and perseverance. He is conscientious, dedicated and a team worker. Subject has gained the confidence of his supervisors and his subordinates have accepted him as one of the group.

He has recently experienced some unusual operation problems where he was required to handle the termination of some very delicate assets. He organized, planned and handled the terminations personally in a very professional and successful manner. He was commended for this work by both Headquarters and Station management.

He has developed political contacts at all levels and has been very instrumental in developing disseminable information in this manner. He has quickly moved to replace assets which were terminated and by his efforts will fill in the void in a minimum amount of time.

Subject enjoys meeting people and conducting operations. In the future, he will be forced to spend more time in managing his section due to administrative changes now taking place in the Station.

He takes directions well and can be depended upon to fulfill all his obligations on schedule. He has an excellent command of the Spanish language and he is definitely cost conscious in the projects which he handles.

Of special note is that Subject was one of the first officers to quickly retool his section when given a new requirement to fulfill. He responded immediately and in so doing once more indicated his desire

-continued

SECTION D — **CERTIFICATION AND COMMENTS**

1. **BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
05/15/70	/S/ Joseph B. Smith

2. **BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
05/15/70		/S/ George A. Fill

3. **BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

Concur fully with above and would add that Subject is one of the Station's most aggressive and effective development/contact officers. In what has been an almost complete reorganization of the Station and the termination or redirection of most of its assets, Subject has probably moved faster and more effectively than any other section. Perhaps even more notable, his development of new assets and potential assets has more than kept pace with the termination of those who have outlived their usefulness. While he is very thorough and effective in all of his undertakings, a tendency to go off on tangents has a slight effect on his overall efficiency. This is probably due in large

-continued

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
05/15/70	Chief of Station	/S/ James B. Noland

SECRET

SECTION C NARRATIVE COMMENTS Continued

to operate in a manner which best suited Station's objectives.

COMMENTS OF REVIEWING OFFICIAL Continued

part to his considerable mental agility and imaginativeness, and as such could hardly be called a weakness.

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 007894

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
SMITH, Joseph B.	16 Jun 21	M	GS-14	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/WH/CA Staff	Headquarters

9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT	
X	CAREER		INITIAL
	RESERVE		REASSIGNMENT SUPERVISOR
	TEMPORARY	X	ANNUAL
	CAREER-PROVISIONAL (See instructions - Section C)		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		SPECIAL (Specify):

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
30 April 1969	July 1968 to 31 March 1969

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Help to establish and monitor the political action and propaganda priorities and plans of the Division, including commenting on policy papers and plans originating outside the Division.	P
SPECIFIC DUTY NO. 2: Prepare propaganda guidance to accomplish priority area-wide objectives.	S
SPECIFIC DUTY NO. 3: Advise and consult with the Branches and Desks concerning the management of political and propaganda activities.	S
SPECIFIC DUTY NO. 4: Direct the activities of a contract specialist in conducting political research, including polling, useful in the achievement of Division objectives.	S
SPECIFIC DUTY NO. 5:	
SPECIFIC DUTY NO. 6:	

4 MAR 1969 (stamp)

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 45 4-65 USE PREVIOUS EDITIONS

SECRET

SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Mr. Smith lives covert action -- his imaginative and disciplined mind comes forth with many operational concepts and ideas ranging from simple, quite routine matters to complicated and carefully shaded activities. It is to be expected that within this enthusiastic outpouring, practical details of implementation are sometimes buried. In these instances, Mr. Smith quickly trims his sails and comes forth with the needed realistic approach. In short, he is a fine operations officer, more competent and at ease in real as against planning or policy situations.

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT	
DATE: 24 February 1969	SIGNATURE OF EMPLOYEE: [signature]	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE: 24 February 1969	OFFICIAL TITLE OF SUPERVISOR: C/WH/CA	TYPED OR PRINTED NAME AND SIGNATURE: Gerard Droller [signature]
3.	BY REVIEWING OFFICIAL	

COMMENTS OF REVIEWING OFFICIAL

Mr. Smith is an excellent CA officer. I concur in this report.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
26 February 1969	WH/Executive Officer	Donald C. Marelius [signature]

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 007894

SECTION A — **GENERAL**

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
SMITH,	Joseph	B.	16 June 1921	M	GS-14	D

6. OFFICIAL POSITION TITLE: Instr Ops
7. OFF/DIV/BR OF ASSIGNMENT: DDS/OTR/OS/HTB
8. CURRENT STATION: Hdqs.

9. CHECK (X) TYPE OF APPOINTMENT: XX CAREER | RESERVE | TEMPORARY | CAREER-PROVISIONAL (See instructions - Section C) | SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: INITIAL | XX ANNUAL | SPECIAL (Specify): | REASSIGNMENT SUPERVISOR | REASSIGNMENT EMPLOYEE

11. DATE REPORT DUE IN O.P.: 30 April 1968

12. REPORTING PERIOD (From- to-): 1 April 1967 to 29 March 1968

SECTION B — **PERFORMANCE EVALUATION**

W - Weak — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate — Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient — Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong — Performance is characterized by exceptional proficiency.

O - Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Chief Instructor for the Covert Action Operations Seminar and the CA Politics Workshop. DR 20	S
SPECIFIC DUTY NO. 2: Course Coordinator for the Vietnam Psychwar Course given to the military in conjunction with FE Division	S
SPECIFIC DUTY NO. 3: Tradecraft Advisor and Coordinator for the Operations Support Course	S
SPECIFIC DUTY NO. 4: DG 50 DM 60	
SPECIFIC DUTY NO. 5: DG 70	
SPECIFIC DUTY NO. 6:	

20 MAY 1968

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 45 USE PREVIOUS EDITIONS

SECRET

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

As indicated in the last Fitness Report, Mr. Smith assumed responsibility for Covert Action training presented by this Branch in the wake of compromise of a wide range of Agency CA activities. Quite apart from all the operational consequences of these public disclosures, there were also, of course, concomitant ramifications in the training field. Following careful study and examination of the new situation, Mr. Smith devised, in closest coordination with the CA Staff, a radically new and different Covert Action curriculum. The existing comprehensive courses on youth and labor operations were discontinued for obvious reasons. In place of these and the part-time Covert Action Operations Course, Mr. Smith developed a new, full-time, three-day Covert Action Operations Seminar for middle and senior grade officers. This intensive seminar, stressing the integrated nature of CS operations, was designed as a basic core around which skills-oriented seminars or workshops could be built to deal with such topics as propaganda operations, election operations, use of agents of influence, etc. To date, in line with this concept, a Politics Workshop has been created to provide training in the assessment, recruitment, and handling of assets among key interest groups, including political parties.

The resonance which these new courses has evoked confirms the soundness of Mr. Smith's creative efforts in completely revamping Covert Action training in the (cont.)

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
10 May 68	[signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
6		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
10 May 1968	Chief, Headquarters Training, Operations School/OTR	C M Broutsas C. M. BROUTSAS

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

Concur. Mr. Smith has done his job with distinction and with credit to himself and his career service. His assignment to OTR is a first-rate example of quality in rotational tours. At the same time he has given a good deal to the training mission, I think it also fair to say he has gained professionally from the rather wide exposure to disciplines other than CA which he has handled extremely well.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
10 May 1968	Chief, Operations School/OTR	Charles B. Wheeler CHARLES B. WHEELER

SECRET

SECTION C - NARRATIVE COMMENTS, Joseph B. Smith (cont.)

Agency. In design and content the new courses reflect thoughtfulness, imagination, and realism--a combination of traits only too seldom encountered.

As a corollary to the main duties cited above, Mr. Smith has also successfully run, in conjunction with FE Division, a Psychological Warfare Operations Course for military officers being assigned to MACV/SOG in Saigon. Finally, in the CA field, Mr. Smith has provided tutorials, as requested by various area Divisions, to a number of Staff and Contract Agents and to foreign liaison representatives in such fields as black radio, youth and student operations, veterans organizations, and methods of countering Communist propaganda.

In February 1968 Mr. Smith was asked to assume responsibility as Tradecraft Advisor and Coordinator for the Operations Support Course, a critical block of instruction for (primarily young and inexperienced) CS clericals headed for overseas assignments where they may be called upon to assist case officers in operational support tasks. Although, strictly speaking, this teaching and coordination task was outside Mr. Smith's normal purview and main area of expertise, he accepted this additional responsibility with exemplary willingness, and then proceeded to discharge it smoothly, energetically, and effectively. In addition to managing an extensive live problem, the Tradecraft Advisor must ensure that presentations by a number of instructors result in a balanced and coherent coverage of all operational subjects in the course. This entails the coordination of efforts of several senior and experienced instructors, all under the nominal aegis of the course's Chief Instructor, and, thus, demands a great deal of finesse and tact. Mr. Smith has not only fulfilled this difficult role in a highly efficient manner but has also drawn on his own long Field experience for pertinent and meaningful contributions to the course.

Mr. Smith occasionally handles Branch-wide administrative tasks and in my absence functions as Acting Chief, Headquarters Training Branch, to my complete satisfaction. At such times he has exercised supervisory responsibilities well. He is cost conscious and makes effective use of personnel, space, equipment, and funds.

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SECRET

In summary, Mr. Smith is a mature and responsible officer, keeps things nicely in perspective, and has a good sense of priorities. In tackling problems he strives to make molehills out of mountains, which is a refreshing change; in short, a dedicated and intelligent officer and, withal, unfailingly cordial and cooperative.

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 007894

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
SMITH, Joseph B.	16 June 1921	M	GS-14	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Instr Operations	DDS/OTR/OS/HT	Headquarters WAC

9. CHECK (X) TYPE OF APPOINTMENT

XX	CAREER		RESERVE		TEMPORARY
	CAREER-PROVISIONAL (See instructions - Section C)				
	SPECIAL (Specify):				

10. CHECK (X) TYPE OF REPORT

	INITIAL		REASSIGNMENT SUPERVISOR
XX	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.: 28 April 1967

12. REPORTING PERIOD (From- to-): 1 April 1966 - 31 March 1967

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

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S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: Chief Instructor for Covert Action subjects presented in Headquarters Training	S
SPECIFIC DUTY NO. 2	
SPECIFIC DUTY NO. 3	
SPECIFIC DUTY NO. 4	
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 45 USE PREVIOUS EDITIONS

SECRET

14-00000

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

APR 21 9 27 AM '67

Since his assignment to Headquarters Training Branch of the Operations School, Mr. Smith has been principally engaged in a thorough study and review of all courses in Covert Action previously given in OTR. This has been a long and complicated job, the difficulty of which has been compounded by the necessity, at least in part through public events, to plan and project a total revision of instruction in the CA field. As a result, Mr. Smith has not yet had the opportunity to teach. This will come shortly, however, when a new course begins on 8 May. The "Strong" rating given him here is based on the excellent work and thoroughly professional approach he has taken in all of the preparatory work he has undertaken. He has been eminently successful in establishing useful new relationships and in maintaining his old contacts in the Clandestine Services for the purpose of laying a solid groundwork for high quality training. In addition to his responsibilities in OTR he has been regularly consulted by the CA Staff in a survey of one of its activities. This is fine testimony for the regard in which he is held outside the confines of his present job. The prognosis for a very effective performance in all of his teaching assignments is excellent. He has no supervisory responsibilities and is average in cost consciousness.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
10 April 1967	Joseph B. Smith

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
6		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
7 April 1967	Chief, Headquarters Training	Charles B. Wheeler CHARLES B. WHEELER

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

As noted above, Mr. Smith, for several valid reasons, has not done much teaching in his first six months in the Operations School, but judging from the way he handles himself in preparing his courses, he will be a very effective teacher once he begins, which will be very soon.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
13 April 1967	Chief, Operations School/TR	Benj. H. Cushing BENJAMIN H. CUSHING

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 007894

SECTION A — GENERAL

SMITH, JOSEPH B

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
[redacted]	16 Jun 21	M	GS-14	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/WH/4	Buenos Aires

9. CHECK (X) TYPE OF APPOINTMENT

X	CAREER		RESERVE		TEMPORARY
	CAREER-PROVISIONAL (See instructions - Section C)				
	SPECIAL (Specify):				

10. CHECK (X) TYPE OF REPORT

	INITIAL		REASSIGNMENT SUPERVISOR
	ANNUAL	X	REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.:

12. REPORTING PERIOD (From- to-): 1 April - 28 August 1966

SECTION B — PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

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S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: Operational and administrative management of all Station media activities.	S
SPECIFIC DUTY NO. 2: Conduct liaison with local services on Covert Action operations.	S
SPECIFIC DUTY NO. 3: Spotting, developing, handling and exploiting unilateral assets.	P
SPECIFIC DUTY NO. 4: Preparation of operational, contact and dissemination reports.	S
SPECIFIC DUTY NO. 5: Preparation of operational programs, projects and briefing papers in the media field.	S
SPECIFIC DUTY NO. 6:	

30 DEC 1966

OVERALL PERFORMANCE IN CURRENT POSITION

	RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

14-00000

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

DEC 30 ... 31 PM '66

Subject has been under the direct guidance and supervision of this rating officer for a period of 14 months. This report is being submitted because of the transfer of the employee. For the last 6 weeks of the period covered by this report Subject was under the direct supervision of the COS because of the absence from the Station of this rating officer. Any differences of opinion with respect to the caliber of Subject's performance during the last six weeks will be reflected in the reviewing officer's comments.

During this period, as in the preceding period, Subject carried out all of his assigned duties and responsibilities in a highly professional and thoroughly competent manner. He continued to show a good deal of initiative and imagination in dealing with the liaison services on day to day matters. He demonstrated a keen sense of the internal political situation and he made maximum use of his contacts to elicit a large amount of disseminable information. Subject took over one new operational project during this period and he was able, because of his deep knowledge and understanding of the operational techniques employed in the CA field, to improve on the quality of the agent's product. Subject is an able and fully qualified officer who acquired a good deal of expertise about local operating conditions and then proceeded to apply his specialized knowledge and past experience to the Station's advantage. He has a great capacity for creative

SECTION D — **CERTIFICATION AND COMMENTS**

1. **BY EMPLOYEE**

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
	[redacted] /s/

2. **BY SUPERVISOR**

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
14	Subject had departed Station	
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
15 September 66	Deputy Chief of Station	Michael Tanos /s/

3. **BY REVIEWING OFFICIAL**

COMMENTS OF REVIEWING OFFICIAL

I would have rated Subject employee about the same. During the period under review, I had the opportunity to follow this employee's activities closely and can attest to his professional and imaginative handling of key assets. He corrected an earlier occupational fault found in many CA officers of a lack of cost consciousness, by cutting back on costs without adverse results to the operations concerned. During the one year under my observation, this employee performed highly satisfactorily.

[redacted]

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
16 September 66	Chief of Station	Nicholas Natsios /s/

SECRET

SECTION C (CONTINUED)

thinking; he is perceptive and resourceful. He requires a minimum of guidance and direction. Subject showed some definite improvement with respect to cost consciousness and it is noteworthy that it did not adversely affect his enthusiasm. His operational and positive reports continue to be clear, concise and well written.

Summed up, Subject is a highly regarded professional officer who made a most worthwhile contribution to the Station's overall mission.

S-E-C-R-E-T
(when filled in)

MEMORANDUM FOR: Chief, Transactions & Records Branch/OP

FROM: Chief, External Training Branch/RS/TR

SUBJECT: Completion of External Training

27 DEC 1966

This is to advise you that SMITH, Joseph Burkholder training request # R-18762 attended the following external training program:

COURSE: NATIONAL INTERDEPARTMENTAL SEMINAR

INSTITUTION: DEPARTMENT OF STATE

DATE: 21 NOVEMBER - 16 DECEMBER 1966

GRADE: Successful Completion

FOR THE DIRECTOR OF TRAINING:

[signature]

Attachments:

___ Grade Report
XXX Certificate of Satisfactory/Successful Completion
___ Certificate of Completion
___ Roster of Participants
___ Training Report by Institution
___ Training Report by Student
___ None
___ Other: ______

GROUP I
excluded from automatic downgrading and declassification

S-E-C-R-E-T
(when filled in)

14-00000

Department of State • Department of Defense •
Agency for International Development • U.S. Information Agency

NATIONAL INTERDEPARTMENTAL SEMINAR

This is to certify that

Joseph Burkholder Smith

has successfully completed the seminar on

PROBLEMS OF DEVELOPMENT AND INTERNAL DEFENSE

at the Foreign Service Institute, Washington, D.C.

December 16, 1966

A TRUE COPY OF SIGNED ORIGINAL

Seminar Coordinator

Geo. V. Allen

Director of FSI

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 007894

SECTION A Smith, Joseph B. **GENERAL**

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
[redacted]	16 Jun 21	M	GS-14	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP/WH/4	Buenos Aires

9. CHECK (X) TYPE OF APPOINTMENT		10. CHECK (X) TYPE OF REPORT	
X CAREER	RESERVE / TEMPORARY	INITIAL	REASSIGNMENT SUPERVISOR
CAREER-PROVISIONAL (See Instructions - Section C)		X ANNUAL	REASSIGNMENT EMPLOYEE
SPECIAL (Specify):		SPECIAL (Specify):	WH R

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
31 May 1966	13 July 1965 - 31 Mar 1966

SECTION B **PERFORMANCE EVALUATION**

- W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.
- A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.
- P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.
- S - Strong: Performance is characterized by exceptional proficiency.
- O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Operational and administrative management of all Station media activities. DG 70	S
SPECIFIC DUTY NO. 2: Conduct liaison with local services on Covert Action operations. DC 51 DG 50	S
SPECIFIC DUTY NO. 3: Supervise one deep cover agent who operates in the student field. DG 63 DA 11	P
SPECIFIC DUTY NO. 4: Spotting, developing, handling and exploiting unilateral assets. DE 13	P
SPECIFIC DUTY NO. 5: Preparation of operational, contact and dissemination reports.	S
SPECIFIC DUTY NO. 6: Preparation of operational programs, projects and briefing papers in the media field.	S

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

FORM 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

SECRET

(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject has been under the direct guidance and supervision of this rating officer for the nine-month period covered by this report.

Subject is well grounded in the knowledge and application of Covert Action tradecraft techniques and he has amply demonstrated an ability for creative thinking. He is both imaginative and resourceful and he uses his extensive knowledge of the internal political scene and his fluency in Spanish to the best operational advantage. He has initiative and he is persistent in carrying things through to a conclusion. He has an excellent facility for written communication. His operational and positive reports are clear, concise and well presented. He requires a minimum of guidance and direction. He responds very well to supervision and he accepts comments, suggestions and criticism in the constructive light in which they are presented. As a supervisor he has been able to obtain satisfactory results.

Subject's only weakness is that he tends to be less cost conscious than is desirable and unless his activities are circumscribed he is apt to allow his fertile mind and enthusiasm to get out of hand.

Summed up, Subject is a highly professional and experienced officer who has all of the necessary operational and intellectual abilities to meet the requirements of the job.

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
26 April 1966	(?) [redacted] /s/

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
Nine		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
26 April 1966	Deputy Chief of Station	Michael Tanos /s/

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I would have rated Subject officer approximately the same. In the past eight months that I have observed him in action, he has demonstrated an ability to get things done in a professional manner. He is, without doubt, the most professional and effective senior case officer at this Station. It was a pleasure to work with this officer and he will be sorely missed after his departure in August.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
27 April 1966	Chief of Station.	Nicholas A. Natsios /s/

SECRET

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 007394

SECTION A Smith, Joseph B. **GENERAL**

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
[redacted])	16 June 21	M	GS-14	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Operations Officer	DDP/WH/4	Buenos Aires

9. CHECK (X) TYPE OF APPOINTMENT: X CAREER / RESERVE / TEMPORARY / CAREER-PROVISIONAL (See instructions - Section C) / SPECIAL (Specify):

10. CHECK (X) TYPE OF REPORT: INITIAL / ANNUAL / SPECIAL (Specify): / X REASSIGNMENT SUPERVISOR / REASSIGNMENT EMPLOYEE

11. DATE REPORT DUE IN O.P.: 31 August 1965

12. REPORTING PERIOD (From- to-): 1 April 1965 - 12 July 1965

SECTION B **PERFORMANCE EVALUATION**

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate: Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1 Maintains contact with Chief and other key officers of the Psychological Action Department of the principal Argentine intelligence service and is case officer for an important and large CA project run in conjunction with the local service.	S
SPECIFIC DUTY NO. 2 Case officer for three unilateral CA projects in the following fields: one propaganda (films), one student/youth, and one political action. These projects have significant FI overtones.	S
SPECIFIC DUTY NO. 3 Case officer of a new project essentially FI in nature.	S
SPECIFIC DUTY NO. 4 Supervisor for one American Staff Agent in the CA field who is case officer of one formal project and is engaged in important developmental work.	S
SPECIFIC DUTY NO. 5 Assists the Station CA officer in over-all and tactical planning.	S
SPECIFIC DUTY NO. 6	

POSTED ON

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

2 AUG 1965

SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position. Keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

This report is submitted due to the reassignment of the supervisor. Subject's performance remains as before. The Rating Letter of Specific Duty No. 1 was lowered from "O" to "S" for the simple reason that the goal in large measure has been achieved, i.e., a substantial reduction in costs but with a concurrent improvement in the net product- a not inconsiderable achievement in that this is a joint undertaking with the local service. Specific Duty No. 2 lists three unilateral CA projects rather than four as described in the last report. This is due to the termination (on Subject's recommendation) of one of these projects.

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT		
DATE: 12 July 65	SIGNATURE OF EMPLOYEE: [redacted] /s/	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: 15	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE: 12 July 65	OFFICIAL TITLE OF SUPERVISOR: Operations Officer	TYPED OR PRINTED NAME AND SIGNATURE: Frederick Larkin /s/
3.	BY REVIEWING OFFICIAL	

COMMENTS OF REVIEWING OFFICIAL

This officer's performance in the last three months has continued at a high level and I have nothing to add to the reviewing comments made in his last report.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
12 July 65	Chief of Station	J. Foster Collins /s/

SECRET

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 007894

SECTION A — Smith, Joseph B. — GENERAL

1. NAME (Last) (First) (Middle)	[redacted]
2. DATE OF BIRTH	16 June 21
3. SEX	M
4. GRADE	GS-14
5. SD	D
6. OFFICIAL POSITION TITLE	Ops. Officer
7. OFF/DIV/BR OF ASSIGNMENT	DDP/WH/4
8. CURRENT STATION	Buenos Aires
9. CHECK (X) TYPE OF APPOINTMENT	X CAREER; RESERVE; TEMPORARY; CAREER-PROVISIONAL (See Instructions - Section C); SPECIAL (Specify):
10. CHECK (X) TYPE OF REPORT	INITIAL; X ANNUAL; REASSIGNMENT SUPERVISOR; REASSIGNMENT EMPLOYEE; SPECIAL (Specify):
11. DATE REPORT DUE IN O.P.	31 May 1965
12. REPORTING PERIOD (From- to-)	1 April 1964 - 31 March 1965

SECTION B — PERFORMANCE EVALUATION

W - Weak — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

A - Adequate — Performance meets all requirements. It is entirely satisfactory and is characterized neither by deficiency nor excellence.

P - Proficient — Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong — Performance is characterized by exceptional proficiency.

O - Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Maintains contact with the Chief and other key officers of the Psychological Action Department of the principal Argentine intelligence service and is case officer for an important and large CA project run in conjunction with the local service.	O
SPECIFIC DUTY NO. 2: Case officer for four unilateral CA projects in the following fields: one propaganda (films), two student/youth, and one political action. These projects have significant FI overtones.	S
SPECIFIC DUTY NO. 3: Case officer of a new project essentially FI in nature.	S
SPECIFIC DUTY NO. 4: Supervisor for one American Staff Agent in the CA field who is case officer of one formal project and is engaged in important developmental work.	S
SPECIFIC DUTY NO. 5: Assists the Station CA officer in over-all and tactical planning.	S
SPECIFIC DUTY NO. 6: Serves as coordinator of the Station's activities in the student youth field.	P

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POSTED

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

24 JUN 1965

FORM 4-62 45 OBSOLETE PREVIOUS EDITIONS. SECRET

SECRET

(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

There is little change over the previous report. Subject remains eager and aggressive and his enthusiasm for his assignment has not been dulled by the everyday frustrations and difficulties of doing business and living in Argentina. Subject's political action project was reactivated during this period with the return to Buenos Aires of the principal agent. This activity shows promise of making an important contribution to understanding the political tides at work in Argentina. Subject has developed a long-time agent in the liaison service (and recruited his wife) to a point where the "take" has been considerably improved. Subject's project management remains good and his reporting is both timely and in depth.

Subject supervises an American Staff Agent under deep cover in which effort Subject exhibits a high degree of competence. This officer continues to show an admirable cost consciousness which can be demonstrated in his management of a large and important CA liaison project; the costs to the Agency of this project have been reduced about 65% since subject assumed direction while at the same time improving the end result. Subject's Spanish continues to improve and he has no difficulty in understanding and in speaking with Argentines who have no English.

Subject has obviously established effective rapport with his agents and his Argentine colleagues and friends. This is in part due to a genuine interest on Subject's part in these people, their country's problems, and their culture. Subject remains responsive to guidance

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
24 May 65	[redacted] /s/

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
12		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
24 May 65	Operations Officer	Frederick Larkin, Jr. /s/

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

From fairly close observation of his work I agree generally with ratings and comments of supervisor. The rating of "outstanding" on his work with liaison was justified in his last report because of the exceptional job he had done in developing this relationship. While he has continued to maintain it at a high level, there is some question in my mind whether a rating of "outstanding" is still justified. He is definitely a strong and active officer, handling a heavy load of liaison and independent operations. A well-rounded judgement of this officer should, however, include the statement that he sometimes rushes ahead a bit too precipitously and enthusiastically, and is inclined to gloss over operational details which can be important. He is effective

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
24 May 65	Chief of Station	J. Foster Collins /s/

SECRET

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SECRET

SECTION C (Continued)

and direction but is quick to disagree if such be the case. However, he can be counted upon to implement fully a decision once one has been reached.

SECTION D.3. (Continued)

in his written work, more so than in his oral presentations which tend to be somewhat rambling. He is a cheerful and outgoing person who has learned Spanish exceptionally rapidly and well. He has developed a good understanding of, and rapport with, his contacts both liaison and independent.

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 007894

SECTION A GENERAL

1. NAME (Last) (First) (Middle): Smith, Joseph S. [redacted]	2. DATE OF BIRTH: 16 June 1921	3. SEX: M	4. GRADE: GS-14	5. SD: D
6. OFFICIAL POSITION TITLE: Operations Officer	7. OFF/DIV/BR OF ASSIGNMENT: DDP WHD 2		8. CURRENT STATION: Buenos Aires	

9. CHECK (X) TYPE OF APPOINTMENT

X	CAREER	RESERVE	TEMPORARY
	CAREER-PROVISIONAL (See instructions - Section C)		
	SPECIAL (Specify):		

10. CHECK (X) TYPE OF REPORT

	INITIAL		REASSIGNMENT SUPERVISOR
X	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.: 31 May 1964

12. REPORTING PERIOD (From- to-): 1 April 1963-31 March 1964

SECTION B PERFORMANCE EVALUATION

W - Weak: Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

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P - Proficient: Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong: Performance is characterized by exceptional proficiency.

O - Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

Specific Duty	Rating Letter
SPECIFIC DUTY NO. 1: Maintains contact with the Chief and other key officers of the Psychological Action Department of the principal Argentine intelligence service and is case officer for an important and large CA project run in conjunction with the local service.	O
SPECIFIC DUTY NO. 2: Case officer for four unilateral CA projects in the following fields: propaganda (films), economic action and reporting, student/youth, and political action. Three of these have significant FI overtones.	S
SPECIFIC DUTY NO. 3: Supervisor for one American Staff Agent in the CA field who is case officer of one formal project and is engaged in important developmental work.	S
SPECIFIC DUTY NO. 4: Assists the Station CA officer in over-all and tactical planning.	P
SPECIFIC DUTY NO. 5: Serves as coordinator of the Station's activities in the student/youth field.	P
SPECIFIC DUTY NO. 6:	

POSTED ON 05 45

OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.

RATING LETTER: S

25 JUN 1964

FORM 45 4-62 OBSOLETE PREVIOUS EDITIONS.

SECRET

14-00000

SECRET
(When Filled In)

SECTION C — **NARRATIVE COMMENTS**

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject remains the eager, aggressive, and intelligent individual described in his last Fitness Report. During the year under review, Subject was assigned case-officership of two agents taken over from an officer who departed PCS. One of these agents is in an area new to Subject--economic action and economic reporting. In total, Subject is case officer of four active projects plus one that is temporarily inactive as the agent is absent from Argentina. Also, Subject is the supervisor of one American Staff Agent under deep cover. Subject handles these varied assignments with a high degree of competence and indicates a versatility of high degree. Subject's project management is good and his formal reporting to both his supervisor and Headquarters is keptcurrent and done in depth.

This officer has consistently shown a cost consciousness during the period he has been at this Station (24 months). In addition he has an ability to relate cost to production which has resulted in almost halving funds spent for his CA liaison project while at the same time improving the product--and with the cooperation of the local service.

Subject's language competence (Spanish) is sufficiently fluent to permit him to engage in extended professional conversations with agents and others who have no English.

--continued--

SECTION D — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT

DATE	SIGNATURE OF EMPLOYEE
22 May 1964	/S/ [redacted]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
20		
DATE	**OFFICIAL TITLE OF SUPERVISOR**	**TYPED OR PRINTED NAME AND SIGNATURE**
22 May 1964	Operations Officer	/S/ Frederick Larkin

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

I generally concur with the Supervisor's ratings on Subject and on his general comments. In direct dealings with this officer I find him an aggressive and well-rounded officer who carries a full load of projects and liaison activity. He is making a significant contribution to the Station's mission.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
22 May 1964	Chief of Station	/S/ J. Foster Collins

SECRET

Continuation of Section C, Fitness Report, attachment to HABT-2892, 22 May 1964

Subject's rapport with his agents and other contacts appears to be excellent, which is doubtless an important element in his continuing success with his projects. Subject is responsive to guidance and direction and when after full discussion a course of action is agreed upon, he can be counted upon to take action within the agreed limits.

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 007894

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE	5. SD
[redacted]	16 June 1921	Male	GS-14	D

6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT	8. CURRENT STATION
Ops Officer	DDP WH 2	Buenos Aires

9. CHECK (X) TYPE OF APPOINTMENT

X	CAREER		RESERVE		TEMPORARY
	CAREER-PROVISIONAL (See Instructions - Section C)				
	SPECIAL (Specify):				

10. CHECK (X) TYPE OF REPORT

	INITIAL		REASSIGNMENT SUPERVISOR
X	ANNUAL		REASSIGNMENT EMPLOYEE
	SPECIAL (Specify):		

11. DATE REPORT DUE IN O.P.	12. REPORTING PERIOD (From- to-)
31 May 1963	5 June 1962 - 31 March 1963

SECTION B — PERFORMANCE EVALUATION

W - Weak — Performance ranges from wholly inadequate to slightly less than satisfactory. A rating in this category requires positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

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P - Proficient — Performance is more than satisfactory. Desired results are being produced in a proficient manner.

S - Strong — Performance is characterized by exceptional proficiency.

O - Outstanding — Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1: Maintains contact with the Chief and other key officers of the Psychological Action Department of the principal Argentine intelligence service.	S
SPECIFIC DUTY NO. 2: Case officer for an important and large CA project run in conjunction with the local service.	O
SPECIFIC DUTY NO. 3: Case officer for two unilateral CA projects, one in the propaganda field and the other political action with important FI overtones.	S
SPECIFIC DUTY NO. 4: Case officer for two American staff agents in the CA field. This involves four formal projects and important developmental work.	P
SPECIFIC DUTY NO. 5: Assists the Station CA officer in over-all and tactical planning.	P
SPECIFIC DUTY NO. 6:	

13 June 63

OVERALL PERFORMANCE IN CURRENT POSITION

	RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

11 JUN 1963

FORM 45 OBSOLETE PREVIOUS EDITIONS. SECRET

SECRET
(When Filled In)

SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties must be described, if applicable.

Subject is an aggressive, eager, and intelligent person who knows what he wants to do with and where to take his projects. In the case of the project run with the local service, Subject inherited an expensive project over which little control had been exercised in either effective utilization of funds or the actual operations. After analyzing the project to determine the state of assets, capabilities, etc., Subject ingratiated himself in a highly commendatory way with the Argentines concerned to the end that Subject's ideas and positive cooperation are now sought on a daily basis. This has resulted in greatly improved project management and, better, more demonstrable results for the money spent.

Also, during this period Subject developed and recruited one new agent, a leading political scientist with access to important political leaders. In addition Subject inherited a project in the motion picture field which he has developed into an effective mechanism which now promises to reach into the newspaper field.

In addition to the above three projects, Subject is case officer for two staff agents who between them handle four projects. Subject has had these responsibilities for less than three months and during this period he has handled these assignments proficiently.

Subject's language competence (Spanish) is proficient; he is able to converse meaningfully in Spanish with persons of intelligence interest who have no English.

(continued on separate sheet)

SECTION D	CERTIFICATION AND COMMENTS	
1.	BY EMPLOYEE	
	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT	
DATE: 24 May 1963	SIGNATURE OF EMPLOYEE: /S/ [redacted]	
2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION: Eight	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE: 24 May 1963	OFFICIAL TITLE OF SUPERVISOR: Operations Officer	TYPED OR PRINTED NAME AND SIGNATURE: /S/ Frederick Larkin Jr.
3.	BY REVIEWING OFFICIAL	

COMMENTS OF REVIEWING OFFICIAL

I am in general agreement with the supervisor's assessment of this individual, whom I have seen fairly frequently. He is extremely active and aggressive and has moved ahead rapidly into new activities in both the liaison and unilateral field. He has only recently taken over the direction and supervision of two other case officers so it is too early to know what his abilities in this area are, but it is in this direction that he should work for broadening his career potential.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
24 May 1963	Chief of Station	/S/ James F. Collins

SECRET

Continuation of Section C, Fitness Report, attachment to HABT-2308, 24 May 1963

Subject has no important weaknesses. His aggressiveness and eagerness have at times led to hasty action that might have resulted in professionally embarrassing results. On the other hand, these very qualities resulted in a recent and important recruitment. Subject is responsive to guidance and direction. He reports fully and within time limits. Subject's rapport with those with whom he is in professional contact appears excellent.

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
Smith Joseph B.	16 June 1921	Male	GS-13

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
D	Operations Officer	DDP/WH/1

8. CAREER STAFF STATUS: NOT ELIGIBLE / MEMBER / DEFERRED / PENDING / DECLINED / DENIED

9. TYPE OF REPORT: INITIAL / ANNUAL / XX REASSIGNMENT/SUPERVISOR / REASSIGNMENT/EMPLOYEE / SPECIAL (Specify)

10. DATE REPORT DUE IN O.P.

11. REPORTING PERIOD From To: 1 Jan 62–30 Apr 62

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

Specific Duty	Rating No.	Specific Duty	Rating No.
SPECIFIC DUTY NO. 1 Provide Hqs support to field installations by reviewing projects and forwarding them for approval, obtaining name traces, clearances, etc.	5	SPECIFIC DUTY NO. 4 Meet, brief, debrief non-US Government figures of intelligence and/or operational interest.	5
SPECIFIC DUTY NO. 2 Have primary responsibility for operational and intelligence correspondence with the field via cable and pouch.	5	SPECIFIC DUTY NO. 5 Supervise area desk personnel (ops officers, reports officers, JOTs, secretaries)	6
SPECIFIC DUTY NO. 3 Prepare oral briefings, memoranda, studies, Special Group Papers, other correspondence for DCI and other senior officials of CIA and other USG agencies.	5	SPECIFIC DUTY NO. 6	

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 5

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE						X	
RESOURCEFUL						X	
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE							X
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS					X		
THINKS CLEARLY							X
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS					X		
OTHER (Specify)							

SEE SECTION "E" ON REVERSE SIDE

SECTION E — **NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Mr. Smith was head of the Venezuela Desk at the beginning of the reporting period. He left this position shortly thereafter in preparation for an overseas assignment, with another Branch of WHD. During his duty with WH/1, Mr. Smith was a strong asset. With his previous operational experience and his innate good sense, he supervised the Venezuela Desk in a most effective fashion. This was particularly evident during the Presidential visit to Venezuela and Colombia in December 1961. The effective management of the Headquarters aspects of the visit called for a well-coordinated, efficient and intensive effort by all concerned. Mr. Smith and the personnel under his supervision measured up quite well in this situation.

SECTION F — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
Four months	Subject departed on overseas assignment.

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

- EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS
- REPORT MADE WITHIN LAST 90 DAYS
- OTHER (Specify):

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
8 June 1962	AC/WH/1	R. Reynolds

3. BY REVIEWING OFFICIAL

- I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — **GENERAL**

[illegible]

Smith, Joseph B. | 15 June 1921 | Male | 13

[illegible]

D | Operations Officer | DDP/WH/1

9. CAREER STAFF STATUS					
	NOT ELIGIBLE		MEMBER		DEFERRED
	PENDING		DECLINED		DENIED

9. TYPE OF REPORT			
	INITIAL		REASSIGNMENT/SUPERVISOR
	ANNUAL		REASSIGNMENT/EMPLOYEE

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD	SPECIAL (Specify)
28 February 1962	From 19 Jul 61 - To 31 Dec 61	

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

Specific Duty	Rating No.	Specific Duty	Rating No.
SPECIFIC DUTY NO. 1 Reviews, assesses, and supervises all current operations in his area and provides guidance and support to the field.	5	SPECIFIC DUTY NO. 4 Drafts dispatches, memoranda and cables. Edits and occasionally drafts project actions, assures their proper coordination and processes them for approval.	5
SPECIFIC DUTY NO. 2 Recommends courses of action to the field and policy to his superiors.	5	SPECIFIC DUTY NO. 5 Reviews and monitors field monetary obligations and expenditures.	5
SPECIFIC DUTY NO. 3 Keeps abreast of the political and economic situation in his country and briefs superiors as requested.	5	SPECIFIC DUTY NO. 6 Supervises reports officer's and secretary's work and exercises general responsibility for all operational and administrative duties of his unit.	6

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 4

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee.

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE						X	
RESOURCEFUL						X	
ACCEPTS RESPONSIBILITIES							X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES							X
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS					X		
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X	
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

SECRET
(When Filled In)

SECTION E — **NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE**

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

This employee was new to WH and served only about three months under the supervision of the undersigned. He brought wide experience and background in CA work to the Branch due to his past experience in other components of KUBARK. He was applying himself industriously to the task of learning about the WH area and specifically Venezuela, for which country he was the desk officer responsible for FI as well as CA work. His performance was excellent and can be expected to improve with more familiarization with the area.

SECTION F — **CERTIFICATION AND COMMENTS**

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
4 April 1962	[signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS	REPORT MADE WITHIN LAST 90 DAYS
OTHER (Specify):	

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
26 March 1962	C/WH/1	/s/ Edwin H. Terrell

3. BY REVIEWING OFFICIAL

	I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
XX	I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
	I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL:

During the period from the rating officer's departure in Oct 1961 until Mr. Smith was reassigned to another Branch in Feb 1962 in preparation for an overseas assignment, he demonstrated high competence in all of his duties, thereby confirming the rating officer's expectations in the last sentence of Section E. On the basis of this fine performance, I would upgrade the rating in Section C from 4 to 5.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
4 April 1962	AC/WH/1	[signature] R. Reynolds

SECRET

14-00000

S-E-C-R-E-T
(When filled in)

TRAINING REPORT

Spanish Basic Reading, Speaking, Writing I

~~100~~ hours, part time, 16 January 1961 - 24 March 1961 — 6 students

Student: Joseph B. Smith — Year of Birth: 1921

EOD Date: September 1951 — Grade: GS-13 — Office: CA Staff

COURSE OBJECTIVES - CONTENT AND METHODS

This is the first phase in a three-phase basic sequence of 30 weeks, each phase lasting 10 weeks.

The general aim of the course is to enable the student to use the spoken language with moderate facility and accuracy in a large number of everyday situations while providing a basis for further learning of the language either by actual use in the area or by further formal study. The three major objectives of this phase of the course are to develop an ability: (1) to adequately distinguish and pronounce the sounds of the language; (2) to use appropriately a small quantity of Spanish sentences and expressions; (3) to comprehend normal-speed spoken Spanish in a limited number of everyday, non-technical situations.

Classes are held 2 hours per day, 5 days a week, requiring a minimum of 10 hours of preparation per week. To receive the maximum benefit from this course each student should plan to devote at least two-thirds of the class preparation time doing drill in the language laboratory.

ACHIEVEMENT RECORD

Student progress is evaluated primarily on oral recitation in the form of drills and free conversation based on memorized material. In addition, several tests are given during the course. This student's rating is indicated by the asterisk.

Unsatisfactory	Satisfactory	Excellent	Incomplete
		3 *	3

It is regrettable that Mr. Smith will not be able to continue in the course at this time but increased office duties do not permit it. Mr. Smith had made a very profitable start in Spanish in this course.

FOR THE DIRECTOR OF TRAINING: /s/ L. C. MARTINI
Chief Instructor

23 May 1961
Date

S-E-C-R-E-T
(When filled in)

CONFIDENTIAL
(When Filled In)

FOREIGN LANGUAGE APTITUDE AND EXPERIENCE REPORT

NAME	OFFICE	DATE OF TESTING	MALE / FEMALE

The category checked below is an interpretation of the scores made by the person named above on a battery of foreign language aptitude tests. The relationships between test performance and subsequent training performance of trainees in Agency language training courses are indicated by the graphs next to the aptitude categories. The graphs to the left are for women and the graphs to the right are for men. From these graphs you can read for each aptitude category the probability that a person in that category will perform in an Agency foreign language training course at an average or better-than-average level. For example, 22 percent of the women who obtain an aptitude rating of "8" can be expected to be average or better in course performance, while 5 percent of the men with ratings of "8" can be expected to be average or better in course performance. A man needs an aptitude rating of "6" to have about the same expectation of success in language training as a woman with a rating of "8." At the other end of the scale, 80 percent of either men or women who obtain aptitude ratings of "2" can be expected to do average or better-than-average work in training. The differences in relationship are due to differences between men and women in both training performance and test scores. On the average women are somewhat higher on both.

% OF WOMEN WHOSE LANGUAGE TRAINING PERFORMANCE IS EXPECTED TO BE AVERAGE OR BETTER THAN AVERAGE	APTITUDE CATEGORY	% OF MEN WHOSE LANGUAGE TRAINING PERFORMANCE IS EXPECTED TO BE AVERAGE OR BETTER THAN AVERAGE
88%	1.	91%
80%	2.	80%
72%	3.	68%
63%	4.	52%
53%	5.	37%
43%	6.	23%
33%	7.	13%
22%	8.	5%

Since many things other than aptitudes enter into the determination of training course performance, in any class of students there will usually be some whose performance will be better than would be expected from their test scores, just as there will likely be some whose performance is poorer than expected. STRENGTH OF MOTIVATION, PRIOR EXPERIENCE WITH A FOREIGN LANGUAGE, and other factors should be considered in selecting people for language training and in interpreting language training results. For example, the number of languages previously studied or learned and the amount of academic and nonacademic language-learning experience are factors not measured by the tests but are indicative of probable success in learning a foreign language. Whether such experience was in the same language as the one to be studied or in a different one is, of course, an additional relevant factor.

NUMBER OF FOREIGN LANGUAGES STUDIED OR LEARNED BY THIS INDIVIDUAL :

MONTHS OF ACADEMIC TRAINING			NONACADEMIC EXPERIENCE (1 YEAR OR MORE)	
HIGH SCHOOL	COLLEGE	OTHER	READING OR WRITING	SPEAKING

DATE	SIGNATURE OF CHIEF, A & E STAFF

NOTE: This report may be shown to the individual concerned.

FORM 7-63 1674

SECRET
(When Filled In)

30 JAN 1961

FITNESS REPORT

EMPLOYEE SERIAL NUMBER: 7894

SECTION A — GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
SMITH Joseph B.	16 June 1921	M	GS-13

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
D	Ops Officer	DDP/CA/PROP/Guid Br.

8. CAREER STAFF STATUS

NOT ELIGIBLE	X	MEMBER		DEFERRED	
PENDING		DECLINED		DENIED	

9. TYPE OF REPORT

	INITIAL		REASSIGNMENT/SUPERVISOR
X	ANNUAL		REASSIGNMENT/EMPLOYEE
SPECIAL (Specify)			

10. DATE REPORT DUE IN O.P.: 31 January 1961

11. REPORTING PERIOD From 25 May 60 To 31 Dec. 60

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding

Specific Duty	Rating No.
SPECIFIC DUTY NO. 1 Conceive, write and coordinate propaganda guidance on matters relating to area of geographic and substantive competence. (WH).	5/6
SPECIFIC DUTY NO. 2 Originate, develop and coordinate continuing strategic propaganda campaigns of world-wide significance. (Nationalism-Neutralism)	3
SPECIFIC DUTY NO. 3 Analyze such public and official papers & communications as may be required to maintain knowledge in areas of assigned responsibility & to assure stimulation & coord of propaganda operations.	5/6
SPECIFIC DUTY NO. 4 Supervise the establishment & maintenance of basic files including those deriving from NSC & OCB policy papers & those necessary for the conduct of campaigns.	5
SPECIFIC DUTY NO. 5 Participate in review of and contributes substantively to Agency planning-cycle documents.	5/6
SPECIFIC DUTY NO. 6	

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO.: 5/6

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE							
RESOURCEFUL						X	
ACCEPTS RESPONSIBILITIES							X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE							X
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS						X	
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X	
OTHER (Specify):					X		

SEE SECTION "F" ON REVERSE SIDE

SECRET
(When Filled In)

OFFICE OF PERSONNEL

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

JAN 27 2 21 PM '61

Mr. Smith has demonstrated both competence and versatility since his assignment to CA/PROP. With no prior experience in the area, he was assigned to WH affairs and has quickly developed both a surprising knowledge of the problems of that volatile group of countries and an excellent rapport with members of the Division (which, on several occasions has indicated a strong interest in securing his services when his release from the staff can be arranged). Assignments are completed with dispatch and in good order.

The rating of 3 with regard to the proposed campaign on Neutralism-Nationalism reflects only that we have not yet got underway in this admittedly difficult and controversial field. The sum of research which Mr. Smith has done in this field leads him to the present conclusion (in which undersigned concurs) that unlike most of our other campaigns this will have to be conducted on a selected country basis and differently tailored for each.

During the absence of the rating official Mr. Smith has acted as Branch Chief.

SECTION F — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
23 January 1961	[signature]

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

- [ ] EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS
- [ ] REPORT MADE WITHIN LAST 90 DAYS
- [ ] OTHER (Specify):

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
23 January 1961	CA/PROP/C/Guidance Branch	W. H. CARPENTER [signature]

3. BY REVIEWING OFFICIAL

- [x] I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- [ ] I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- [ ] I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- [ ] I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
	CA/C/PROP	HENRY C. SUTTON [signature]

SECRET

16

14-00000

63-115
13-27

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

63-115 B 27

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
SMITH, Joseph B.	16 June 1921	M	GS-13

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
[illegible]	[illegible]	FE/[illegible]

8. CAREER STAFF STATUS					
	NOT ELIGIBLE	X	MEMBER		DEFERRED
	PENDING		DECLINED		DENIED

9. TYPE OF REPORT			
	INITIAL		REASSIGNMENT/SUPERVISOR
	ANNUAL	X	REASSIGNMENT/EMPLOYEE
	SPECIAL (Specify)		

10. DATE REPORT DUE IN O.P.	11. REPORTING PERIOD
	From 1 Nov 59 To 30 Mar 60

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory | 2 - Barely adequate | 3 - Acceptable | 4 - Competent | 5 - Excellent | 6 - Superior | 7 - Outstanding

SPECIFIC DUTY	RATING NO.	SPECIFIC DUTY	RATING NO.
NO. 1 Operations officer, political action	6	NO. 4 Assisting in political action planning	4
NO. 2 Collection and processing of intelligence	4	NO. 5	
NO. 3 Origination of correspondence	5	NO. 6	

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO. 4/5

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree | 2 - Limited degree | 3 - Normal degree | 4 - Above average degree | 5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE						X	
RESOURCEFUL						X	
ACCEPTS RESPONSIBILITIES						X	
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT						X	
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS					X		
THINKS CLEARLY					X		
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS						X	
OTHER (Specify)							

SEE SECTION "E" ON REVERSE SIDE

FORM 8-55 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject is an exceptionally able political action officer. His capacity for grasping a rapidly developing political situation quickly and for making on-the-spot decisions is quite unique, and he would be a powerful addition to any station with a challenging political program. He is not always able to separate the significant from the insignificant and therefore tends to over-report. He is also inclined to operate more as a singleton than as an integrated member of an operations team. He has been quite successful in exploiting PP contacts for FI by-product. Additional training does not appear necessary at this time.

In preparing this report, careful consideration was given to the guidance in FS Field Dispatch No. 20-40 which recognizes the principle of rating the individual against the group, and establishes an "average" rating as being an entirely satisfactory performance. The supervisor, however, considers this fitness report to be in keeping with that guidance. [redacted]

This report has been prepared [illegible] with [illegible] Division standards which recognize [illegible] the individual against the group. Thus an [illegible] reflects an entirely satisfactory performance.

SECTION F — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
	/s/ Joseph B. Smith

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

- [ ] EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS
- [ ] REPORT MADE WITHIN LAST 90 DAYS
- [ ] OTHER (Specify)

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
30 March 1960		/s/ Donald M. Richardson

3. BY REVIEWING OFFICIAL

- X I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
- I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
- I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
30 March 1960		/s/ John H. Richardson

14-00000

SECRET
(When Filled In)

FITNESS REPORT

EMPLOYEE SERIAL NUMBER

SECTION A — GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. GRADE
SMITH,	Joseph	B.	16 June 1921	M	GS-13

5. SERVICE DESIGNATION	6. OFFICIAL POSITION TITLE	7. OFF/DIV/BR OF ASSIGNMENT
DP	OPS Officer, PP	Manila

8. CAREER STAFF STATUS

	NOT ELIGIBLE	X	MEMBER		DEFERRED
	PENDING		DECLINED		DENIED

9. TYPE OF REPORT

	INITIAL	X	REASSIGNMENT/SUPERVISOR
X	ANNUAL		REASSIGNMENT/EMPLOYEE

10. DATE REPORT DUE IN O.P.

11. REPORTING PERIOD (From) (To) Sept 1958-31 Oct 1959

SPECIAL (Specify) Promotion

SECTION B — EVALUATION OF PERFORMANCE OF SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating number which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

1 - Unsatisfactory	2 - Barely adequate	3 - Acceptable	4 - Competent	5 - Excellent	6 - Superior	7 - Outstanding

Specific Duty	Rating No.	Specific Duty	Rating No.
SPECIFIC DUTY NO. 1 As case officer has directed and managed two well established PP projects.	5	SPECIFIC DUTY NO. 4 Assists in the production of Station PP themes as required.	5
SPECIFIC DUTY NO. 2 Served as a principal case officer for a special election project.	6	SPECIFIC DUTY NO. 5 Acts as Deputy Chief, PP	5
SPECIFIC DUTY NO. 3 Collects and produces intelligence according to Station requirements.	5	SPECIFIC DUTY NO. 6	4

SECTION C — EVALUATION OF OVERALL PERFORMANCE IN CURRENT POSITION

Take into account everything about the employee which influences his effectiveness in his current position - performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the rating number in the box corresponding to the statement which most accurately reflects his level of performance.

1 - Performance in many important respects fails to meet requirements.
2 - Performance meets most requirements but is deficient in one or more important respects.
3 - Performance clearly meets basic requirements.
4 - Performance clearly exceeds basic requirements.
5 - Performance in every important respect is superior.
6 - Performance in every respect is outstanding.

RATING NO. 4/5

SECTION D — DESCRIPTION OF THE EMPLOYEE

In the rating boxes below, check (X) the degree to which each characteristic applies to the employee

1 - Least possible degree	2 - Limited degree	3 - Normal degree	4 - Above average degree	5 - Outstanding degree

CHARACTERISTICS	NOT APPLICABLE	NOT OBSERVED	1	2	3	4	5
GETS THINGS DONE							X
RESOURCEFUL						X	
ACCEPTS RESPONSIBILITIES							X
CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES						X	
DOES HIS JOB WITHOUT STRONG SUPPORT							X
FACILITATES SMOOTH OPERATION OF HIS OFFICE						X	
WRITES EFFECTIVELY						X	
SECURITY CONSCIOUS					X		
THINKS CLEARLY						X	
DISCIPLINE IN ORIGINATING, MAINTAINING AND DISPOSING OF RECORDS							
OTHER (Specify):							

SEE SECTION "E" ON REVERSE SIDE

FORM 8-58 45 OBSOLETE PREVIOUS EDITIONS.

SECRET

(4)

SECRET
(When Filled In)

SECTION E — NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses demonstrated in current position. Indicate suggestions made to employee for improvement of his work. Give recommendations for his training. Describe, if appropriate, his potential for development and for assuming greater responsibilities. Amplify or explain, if appropriate, ratings given in SECTIONS B, C, and D to provide the best basis for determining future personnel actions.

Subject has a well developed background applied to PP operations in the Far East. He has continually demonstrated initiative and imagination in obtaining the maximum production from his projects, and has developed new assets of definite value to the Station. He is a capable handler of agents, and has particular potential in the political action field. He has proven especially effective in a special election project in which he handled and developed numerous high level contacts. No particular weaknesses were observed. Subject is well qualified for senior operational assignments in either PP or FI, and is recommended for promotion. Since subject is planning to return for a second tour, no additional training is recommended at this time.

In preparing this report, careful consideration was given to the guidance in FE Field Dispatch No. 20-40 which recognizes the principle of rating the individual against the group, and establishes an "average" rating as being an entirely satisfactory performance. The supervisor, however, considers this fitness report to be in keeping with that guidance in that subject has clearly demonstrated a high degree of operational capability as indicated herein.

SECTION F — CERTIFICATION AND COMMENTS

1. BY EMPLOYEE

I certify that I have seen Sections A, B, C, D and E of this Report.

DATE	SIGNATURE OF EMPLOYEE
5 November 1959	/s/ Joseph B. Smith

2. BY SUPERVISOR

MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION
21 months	

IF REPORT IS NOT BEING MADE AT THIS TIME, GIVE REASON.

	EMPLOYEE UNDER MY SUPERVISION LESS THAN 90 DAYS		REPORT MADE WITHIN LAST 90 DAYS
	OTHER (Specify):		

DATE	OFFICIAL TITLE OF SUPERVISOR	TYPED OR PRINTED NAME AND SIGNATURE
5 November 1959	C/PP	William T. Tarrant

3. BY REVIEWING OFFICIAL

X	I WOULD HAVE GIVEN THIS EMPLOYEE ABOUT THE SAME EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A HIGHER EVALUATION.
	I WOULD HAVE GIVEN THIS EMPLOYEE A LOWER EVALUATION.
	I CANNOT JUDGE THESE EVALUATIONS. I AM NOT SUFFICIENTLY FAMILIAR WITH THE EMPLOYEE'S PERFORMANCE.

COMMENTS OF REVIEWING OFFICIAL

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
9 November 1959	Chief of Station	[redacted] John H. Richardson

SECRET

SECRET

9 November 1959

COMMENT OF REVIEWING OFFICIAL:

HALSEY, ROCHON and I have carefully reviewed this Fitness Report in order to comply with division policy of avoiding overrating. We are satisfied that TOOHILL, who has been given a high rating with respect to specific performance characteristics, fully merits such rating. During the fourteen years I have been with the Agency, I have had the opportunity to observe personally a good number of political action operation officers. Additionally, I have worked closely with TOOHILL during the current 1959 Philippine election. I have no hesitation in stating that I regard him as an unusually qualified officer for political action in the field. I believe also that he should be promoted as soon as practicable from GS-13 to GS-14.

STEPHEN P. SHORDEN

SECRET

SECRET
(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8. of Section "A" below.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
SMITH Joseph B.	16 June 1921	M	~~XX~~ DP

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
Manila	Ops Officer--~~Deputy Chief~~,(PP)

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-13		15 March-15 September 1958

10. TYPE OF REPORT (Check one): [X] INITIAL [ ] ANNUAL [ ] REASSIGNMENT-SUPERVISOR [ ] REASSIGNMENT-EMPLOYEE [ ] SPECIAL (Specify)

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [X] HAS [ ] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENTS:

- [X] THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.
- [ ] THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.
- [ ] I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.
- [ ] IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
- [ ] I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
5 Nov 58	William T. Tarrant	Chief, PP

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

	BY	DATE
Posted Pos. Control	[signature]	17 DEC 1958
	[signature]	DEC 18 1958

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
5 Nov 58	George E. Aurell	COS

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

INSERT RATING NUMBER: 5

1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS: Subject has proven himself to be an effective and productive case officer.

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SECRET
(When Filled In)

C. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

OFFICE OF PERSONNEL
2 25 FH '58
MAIL ROOM

DIRECTIONS:
a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER
1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY	RATING NUMBER	SPECIFIC DUTY	RATING NUMBER
SPECIFIC DUTY NO. 1: As case officer directs and manages two well-established PP ops	5	SPECIFIC DUTY NO. 4: Acts as Deputy Chief PP	5
SPECIFIC DUTY NO. 2: Collects and produces intelligence according to Station requirements	5	SPECIFIC DUTY NO. 5:	
SPECIFIC DUTY NO. 3: Assists in the production of Station PP themes as required	5	SPECIFIC DUTY NO. 6:	

D. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Subject has a well developed background applied to PBOCTOATE operations in the Far East. He has demonstrated he is a careful and productive case officer and a capable handler of agents. No particular weaknesses were observed.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual....productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER: 5

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☐ NO. IF YES, EXPLAIN FULLY:

Well qualified for most operational assignments both PBOCTOATE and DIGHOSTLY.

SECRET

14-00000

SECRET

(When Filled In)

2 DEC RECD

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL

1. NAME (Last) (First) (Middle) SMITH Joseph B.	2. DATE OF BIRTH 16 June 1921	3. SEX M	4. SERVICE DESIGNATION ~~PP~~ DP
5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT Manila	6. OFFICIAL POSITION TITLE Ops Officer-~~Deputy Chief~~,(PP)		
7. GRADE GS-13	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates) 15 March-15 September 1958	
10. TYPE OF REPORT (Check one)	X INITIAL / ANNUAL	REASSIGNMENT-SUPERVISOR / REASSIGNMENT-EMPLOYEE	SPECIAL (Specify)

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
5 Nov 1958	William T. Tarrant	Chief, PP

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
5 Nov 1958	George E. Aurell	COS

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER: 5

1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? [X] Yes [ ] No If your answer is YES, indicate below your opinion or guess at the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER:
0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (Truck drivers, stenographers, technicians or professional specialists of various kinds)-WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
	2	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	3	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
	2	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

14-00000

SECRET
(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

6 months

OFFICE OF PERSONNEL

4. COMMENTS CONCERNING POTENTIAL

Qualified as senior case officer in both PBOCTOATS and DYCHOSUM activities.

OCT 16 2 25 PM '58

MAIL ROOM

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Continue with present duties for time being.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

Subject and family well adapted to overseas duties

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER
- X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
- 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
- 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
- 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
- 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	3	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
3	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGMENT
3	6. KNOWS WHEN TO SEEK ASSISTANCE	4	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
4	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN ALLOTTED TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

14-00000

SECRET
(When Filled In)

34   6 JUN RECD

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section "A" below.

SECTION A. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
SMITH Joseph B.	16 June 1921	M	DP

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
Manila	Ops Officer--~~Deputy Chief~~, (PP)

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-13	Special	15 March-15 May 1958

10. TYPE OF REPORT (Check one): [ ] INITIAL [ ] ANNUAL [ ] REASSIGNMENT-SUPERVISOR [ ] REASSIGNMENT-EMPLOYEE [X] SPECIAL (Specify) Promotion action

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [X] HAS [ ] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENTS:

X	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "1" IN C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.		I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
19 May 1958	William T. Tarrant	Chief, PP

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

BY   DATE 14 JUL 1958
Posted Doc. Control CA
Reviewed by PSD GDP 7/24/58

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
19 May 1958	George E. Aurell	COS

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

INSERT RATING NUMBER: 5

1 - DOES NOT PERFORM DUTIES ADEQUATELY, HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE, ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE, CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS: Subject has proven himself to be an effective and productive case officer.

SECRET
(When Filled In)

OFFICE OF PERSONNEL

Jun 28 2 03 PM '58
MAIL ROOM

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:
a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
c. For supervisors, ability to supervise will always be rated as a specific duty (do not rate as supervisors those who supervise a secretary only).
d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER
1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY	RATING NUMBER	SPECIFIC DUTY	RATING NUMBER
SPECIFIC DUTY NO. 1: As case officer directs and manages two well-established PP ops	5	SPECIFIC DUTY NO. 4: Act as Deputy Chief PP	5
SPECIFIC DUTY NO. 2: Collect and produce intelligence according to Station requirements	5	SPECIFIC DUTY NO. 5:	
SPECIFIC DUTY NO. 3: Assist in the production of Station PP themes as required	5	SPECIFIC DUTY NO. 6:	

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Subject has a well developed background applied to PBCCTOATE operations in the Far East. He has demonstrated he is a careful and productive case officer and a capable handler of agents. No particular weaknesses were observed.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual...productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents....and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER: 5

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? ☐ YES ☐ NO. IF YES, EXPLAIN FULLY:

Well qualified for most operational assigments both PBOCTOATE and DTGHOSTLY.

SECRET

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SECRET
(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL

1. NAME (Last) (First) (Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
SMITH Joseph B.	16 June 1921	M	DP

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
	Ops Officer-~~Deputy Chief~~, (PP)

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-13	Special	15 March - 15 May 1958

10. TYPE OF REPORT (Check one)	INITIAL	REASSIGNMENT-SUPERVISOR		SPECIAL (Specify)
	ANNUAL	REASSIGNMENT-EMPLOYEE	X	Promotion action

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
19 May 1958	William T. Tarrant	Chief, PP

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
19 May 1958	George E. Aurell	COS

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER: 5

1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT HIS PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? [X] Yes [ ] No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER:
0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A GROUP DOING THE BASIC JOB (truck drivers, stenographers, technicians or professional specialists of various kinds) WHERE CONTACT WITH IMMEDIATE SUBORDINATES IS FREQUENT (First line supervisor)
	2	A GROUP OF SUPERVISORS WHO DIRECT THE BASIC JOB (Second line supervisors)
	3	A GROUP, WHO MAY OR MAY NOT BE SUPERVISORS, WHICH IS RESPONSIBLE FOR MAJOR PLANS, ORGANIZATION AND POLICY (Executive level)
	2	WHEN CONTACT WITH IMMEDIATE SUBORDINATES IS NOT FREQUENT
	3	WHEN IMMEDIATE SUBORDINATES' ACTIVITIES ARE DIVERSE AND NEED CAREFUL COORDINATION
	2	WHEN IMMEDIATE SUBORDINATES INCLUDE MEMBERS OF THE OPPOSITE SEX
		OTHER (Specify)

FORM NO. 45 (Part II) 1 NOV 55 REPLACES PREVIOUS EDITIONS OF FORMS 45 AND 45a WHICH ARE OBSOLETE. SECRET Potential (4)

14-00000

SECRET
(When Filled In)

[illegible] OFFICE OF PERSONNEL

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

Two months

JUN 26 2 03 PM '58

4. COMMENTS CONCERNING POTENTIAL

Qualified as senior case officer in both PRCTOATE and UTGHOSTLY activities.

MAIL ROOM

SECTION H.	FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Continue with present duties for time being.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

Subject and family well adapted to overseas duties.

SECTION I.	DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER
X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	3	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
4	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
4	3. HAS INITIATIVE	4	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
4	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
3	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGMENT
3	6. [illegible]	4	16. [illegible]	4	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS [illegible] FOR FACTS	4	18. [illegible]	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
4	10. [illegible]	4	20. [illegible]	4	30. [illegible]

SECRET

SECRET
(When Filled In)

FITNESS REPORT (Part I) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report can help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part I of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8, of Section A below.

SECTION A. GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
SMITH	Joseph	B.	16 June 1921	M	SD:DP

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
DDP FE 5	Area Ops Officer, ADBr. Ch.

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-13		2 December 1956 - 2 August 1957

10. TYPE OF REPORT (Check one): INITIAL [ ] ; ANNUAL [X] ; REASSIGNMENT-SUPERVISOR [ ] ; REASSIGNMENT-EMPLOYEE [ ] ; SPECIAL (Specify) [ ]

SECTION B. CERTIFICATION

1. FOR THE RATER: THIS REPORT [X] HAS [ ] HAS NOT BEEN SHOWN TO THE INDIVIDUAL RATED. IF NOT SHOWN, EXPLAIN WHY NOT:

A. CHECK (X) APPROPRIATE STATEMENTS:

X	THIS REPORT REFLECTS MY OWN OPINIONS OF THIS INDIVIDUAL.		IF INDIVIDUAL IS RATED "1" ON C1 OR D, A WARNING LETTER WAS SENT TO HIM & A COPY ATTACHED TO THIS REPORT.
	THIS REPORT REFLECTS THE COMBINED OPINIONS OF MYSELF AND PREVIOUS SUPERVISORS.		I CANNOT CERTIFY THAT THE RATED INDIVIDUAL KNOWS HOW I EVALUATE HIS JOB PERFORMANCE BECAUSE (Specify):
	I HAVE DISCUSSED WITH THIS EMPLOYEE HIS STRENGTHS AND WEAKNESSES SO THAT HE KNOWS WHERE HE STANDS.		

B. THIS DATE	C. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	D. SUPERVISOR'S OFFICIAL TITLE
2 August 1957	R. H. Linn [signature]	Chief, FE/5

2. FOR THE REVIEWING OFFICIAL: RECORD ANY SUBSTANTIAL DIFFERENCE OF OPINION WITH THE SUPERVISOR, OR ANY OTHER INFORMATION, WHICH WILL LEAD TO A BETTER UNDERSTANDING OF THIS REPORT.

	BY	DATE
Posted Pos. Control	[initials]	23 AUG 1957
Reviewed by FOD	[initials]	

[ ] CONTINUED ON ATTACHED SHEET

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
9 AUG 1957	Alfred C. Ulmer Jr. [signature] Alfred C. Ulmer, Jr.	COE

SECTION C. JOB PERFORMANCE EVALUATION

1. RATING ON GENERAL PERFORMANCE OF DUTIES

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Compare him ONLY with others doing similar work at a similar level of responsibility. Factors other than productivity will be taken into account later in Section D.

INSERT RATING NUMBER: 5

1 - DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
2 - BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES.
3 - PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
4 - PERFORMS DUTIES IN A COMPETENT, EFFECTIVE MANNER.
5 - A FINE PERFORMANCE. CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
6 - PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE SUPERVISOR.

COMMENTS:

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SECRET
(When Filled In)

2. RATINGS ON PERFORMANCE OF SPECIFIC DUTIES

DIRECTIONS:

a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering ONLY effectiveness in performance of this specific duty.
c. For supervisors, ability to supervise will always be rated as a specific duty (*do not rate as supervisors those who supervise a secretary only*).
d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that might be rated are:

ORAL BRIEFING	*HAS AND USES AREA KNOWLEDGE*	*CONDUCTS INTERROGATIONS*
GIVING LECTURES	*DEVELOPS NEW PROGRAMS*	*PREPARES SUMMARIES*
CONDUCTING SEMINARS	*ANALYZES INDUSTRIAL REPORTS*	*TRANSLATES GERMAN*
WRITING TECHNICAL REPORTS	*MANAGES FILES*	*DEBRIEFING SOURCES*
CONDUCTING EXTERNAL LIAISON	*OPERATES RADIO*	*KEEPS BOOKS*
TYPING	*COORDINATES WITH OTHER OFFICES*	*DRIVES TRUCK*
TAKING DICTATION	*WRITES REGULATIONS*	*MAINTAINS AIR CONDITIONING*
SUPERVISING	*PREPARES CORRESPONDENCE*	*EVALUATES SIGNIFICANCE OF DATA*

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

OFFICE OF ... AUG 20 10 23 AM '57

DESCRIPTIVE RATING NUMBER
1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY
3 - PERFORMS THIS DUTY ACCEPTABLY
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER THAT HE IS A DISTINCT ASSET ON HIS JOB
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY

SPECIFIC DUTY	RATING NUMBER	SPECIFIC DUTY	RATING NUMBER
SPECIFIC DUTY NO. 1: Supervision, as Deputy Chief of Branch	5	SPECIFIC DUTY NO. 4: Operational and administrative planning	5
SPECIFIC DUTY NO. 2: Prepares cables and dispatches	5	SPECIFIC DUTY NO. 5: Coordination of branch activities	5
SPECIFIC DUTY NO. 3: Oral briefings	5	SPECIFIC DUTY NO. 6:	

3. NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

DIRECTIONS: Stress strengths and weaknesses, particularly those which affect development on present job.

Subject is capable, conscientious, and energetic. He gets along well with associates and is a good supervisor. His scholarly knowledge of political science and history, coupled with an ability to express himself well is a distinct asset. Has a slight tendency to lecture his listeners, and is sometimes carried away by the momentum of his own initiative and aggressive approach to problems but of course these characteristics can easily be qualities rather than faults when recognized and guided.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual...*productivity, conduct in the job, pertinent personal characteristics or habits, special defects or talents*....and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER: 5

1 - DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED
2 - OF DOUBTFUL SUITABILITY...WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW
3 - A BARELY ACCEPTABLE EMPLOYEE...BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION
4 - OF THE SAME SUITABILITY AS MOST PEOPLE I KNOW IN THE ORGANIZATION
5 - A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS
6 - AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION
7 - EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION

IS THIS INDIVIDUAL BETTER SUITED FOR WORK IN SOME OTHER POSITION IN THE ORGANIZATION? [ ] YES [X] NO. IF YES, EXPLAIN FULLY:

SECRET

SECRET
(When Filled In)

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is a privileged communication to your supervisor, and to appropriate career management and personnel officials concerning the potential of the employee being rated. It is NOT to be shown to the rated employee. It is recommended that you read the entire report before completing any question. This report is to be completed only after the employee has been under your supervision FOR AT LEAST 90 DAYS. If less than 90 days, hold and complete after the 90 days has elapsed. If this is the INITIAL REPORT on the employee, however, it MUST be completed and forwarded to the OP no later than 30 days after the due date indicated in item 8 of Section "E" below.

SECTION E. GENERAL

1. NAME (Last)	(First)	(Middle)	2. DATE OF BIRTH	3. SEX	4. SERVICE DESIGNATION
SMITH	Joseph	B.	16 June 1921	M	SD:DP

5. OFFICE/DIVISION/BRANCH OF ASSIGNMENT	6. OFFICIAL POSITION TITLE
DDP FE 5	Area Ops Officer, ADBr.Ch.

7. GRADE	8. DATE REPORT DUE IN OP	9. PERIOD COVERED BY THIS REPORT (Inclusive dates)
GS-13		2 December 1956 - 2 August 1957

10. TYPE OF REPORT (Check one)					
		INITIAL	X	REASSIGNMENT-SUPERVISOR	SPECIAL (Specify)
		ANNUAL		REASSIGNMENT-EMPLOYEE	

SECTION F. CERTIFICATION

1. FOR THE RATER: I CERTIFY THAT THIS REPORT REPRESENTS MY BEST JUDGEMENT OF THE INDIVIDUAL BEING RATED

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF SUPERVISOR	C. SUPERVISOR'S OFFICIAL TITLE
2 August 1957	R. H. Linn [signature]	Chief, FE/5

2. FOR THE REVIEWING OFFICIAL: I HAVE REVIEWED THIS REPORT AND NOTED ANY DIFFERENCE OF OPINION IN ATTACHED MEMO.

A. THIS DATE	B. TYPED OR PRINTED NAME AND SIGNATURE OF REVIEWING OFFICIAL	C. OFFICIAL TITLE OF REVIEWING OFFICIAL
9 AUG 1957	Alfred C. Ulmer, Jr. [signature]	CFE

SECTION G. ESTIMATE OF POTENTIAL

1. POTENTIAL TO ASSUME GREATER RESPONSIBILITIES

DIRECTIONS: Considering others of his grade and type of assignment, rate the employee's potential to assume greater responsibilities. Think in terms of the kind of responsibility encountered at the various levels in his kind of work.

RATING NUMBER: 4

1 - ALREADY ABOVE THE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
2 - HAS REACHED THE HIGHEST LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED
3 - MAKING PROGRESS, BUT NEEDS MORE TIME BEFORE HE CAN BE TRAINED TO ASSUME GREATER RESPONSIBILITIES
4 - READY FOR TRAINING IN ASSUMING GREATER RESPONSIBILITIES
5 - WILL PROBABLY ADJUST QUICKLY TO MORE RESPONSIBLE DUTIES WITHOUT FURTHER TRAINING
6 - ALREADY ASSUMING MORE RESPONSIBILITIES THAN EXPECTED AT PRESENT LEVEL
7 - AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR EARLY ASSUMPTION OF HIGHER LEVEL RESPONSIBILITIES

[Stamp: BY: DATE — Pol Careers 21 AUG — [signature]]

2. SUPERVISORY POTENTIAL

DIRECTIONS: Answer this question: Has this person the ability to be a supervisor? [X] Yes [ ] No If your answer is YES, indicate below your opinion or guess of the level of supervisory ability this person will reach AFTER SUITABLE TRAINING. Indicate your opinion by placing the number of the descriptive rating below which comes closest to expressing your opinion in the appropriate column. If your rating is based on observing him supervise, note your rating in the "actual" column. If based on opinion of his potential, note the rating in the "potential" column.

DESCRIPTIVE RATING NUMBER
0 - HAVE NO OPINION ON HIS SUPERVISORY POTENTIAL IN THIS SITUATION
1 - BELIEVE INDIVIDUAL WOULD BE A WEAK SUPERVISOR IN THIS KIND OF SITUATION
2 - BELIEVE INDIVIDUAL WOULD BE AN AVERAGE SUPERVISOR IN THIS KIND OF SITUATION
3 - BELIEVE INDIVIDUAL WOULD BE A STRONG SUPERVISOR IN THIS SITUATION

ACTUAL	POTENTIAL	DESCRIPTIVE SITUATION
3		A group doing the basic job (truck drivers, stenographers, technicians or professional specialists of various kinds), where contact with immediate subordinates is frequent (First line supervisor)
	2	A group of supervisors who direct the basic job (Second line supervisors)
	2	A group, who may or may not be supervisors, which is responsible for major plans, organization and policy (Executive level)
	2	When contact with immediate subordinates is not frequent
	3	When immediate subordinates' activities are diverse and need careful coordination
	3	When immediate subordinates include members of the opposite sex
		Other (Specify)

SECRET
(When Filled In)

3. INDICATE THE APPROXIMATE NUMBER OF MONTHS THE RATED EMPLOYEE HAS BEEN UNDER YOUR SUPERVISION

8 months

4. COMMENTS CONCERNING POTENTIAL

Subject has many qualities which as he acquires experience and maturity, will make him increasingly valuable as a supervisor, operator, or higher level case officer.

10 28 AM '57

MAIL ROOM

SECTION H. FUTURE PLANS

1. TRAINING OR OTHER DEVELOPMENTAL EXPERIENCE PLANNED FOR THE INDIVIDUAL

Management training might be useful.

2. NOTE OTHER FACTORS, INCLUDING PERSONAL CIRCUMSTANCES, TO BE TAKEN INTO ACCOUNT IN INDIVIDUAL'S FUTURE ASSIGNMENTS

Has well-balanced attitude toward his work and his associates. His short stature and quiet personality make him acceptable to many orientals who might be repelled by the average american.

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER
- X - HAVE NOT OBSERVED THIS; HENCE CAN GIVE NO OPINION AS TO HOW THE DESCRIPTION APPLIES TO THE INDIVIDUAL
- 1 - APPLIES TO THE INDIVIDUAL TO THE LEAST POSSIBLE DEGREE
- 2 - APPLIES TO INDIVIDUAL TO A LIMITED DEGREE
- 3 - APPLIES TO INDIVIDUAL TO AN AVERAGE DEGREE
- 4 - APPLIES TO INDIVIDUAL TO AN ABOVE AVERAGE DEGREE
- 5 - APPLIES TO INDIVIDUAL TO AN OUTSTANDING DEGREE

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. ABLE TO SEE ANOTHER'S POINT OF VIEW	4	11. HAS HIGH STANDARDS OF ACCOMPLISHMENT	4	21. IS EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES
5	2. CAN MAKE DECISIONS ON HIS OWN WHEN NEED ARISES	4	12. SHOWS ORIGINALITY	4	22. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS
5	3. HAS INITIATIVE	5	13. ACCEPTS RESPONSIBILITIES	4	23. IS THOUGHTFUL OF OTHERS
3	4. IS ANALYTIC IN HIS THINKING	4	14. ADMITS HIS ERRORS	4	24. WORKS WELL UNDER PRESSURE
5	5. STRIVES CONSTANTLY FOR NEW KNOWLEDGE AND IDEAS	4	15. RESPONDS WELL TO SUPERVISION	4	25. DISPLAYS JUDGEMENT
3	6. KNOWS WHEN TO SEEK ASSISTANCE	5	16. DOES HIS JOB WITHOUT STRONG SUPPORT	4	26. IS SECURITY CONSCIOUS
4	7. CAN GET ALONG WITH PEOPLE	4	17. COMES UP WITH SOLUTIONS TO PROBLEMS	4	27. IS VERSATILE
4	8. HAS MEMORY FOR FACTS	4	18. IS OBSERVANT	4	28. HIS CRITICISM IS CONSTRUCTIVE
4	9. GETS THINGS DONE	4	19. THINKS CLEARLY	4	29. FACILITATES SMOOTH OPERATION OF HIS OFFICE
4	10. CAN COPE WITH EMERGENCIES	4	20. COMPLETES ASSIGNMENTS WITHIN REASONABLE TIME LIMITS	4	30. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION

SECRET

14-00000

[illegible]

TRAINING EVALUATION

COUNTERINTELLIGENCE OPERATIONS COURSE No. 16

NAME	SEX	DATES OF COURSE	NO. OF STUDENTS
SMITH, Joseph B.	Male	25 Nov - 13 Dec 1957	15

DATE OF BIRTH	EOD DATE	GRADE OR RANK	OFFICE
16 June 1921	17 Sept 1951	GS-13	DDP FE

PROJECTED ASSIGNMENT OR PRESENT POSITION
Deputy Chief of FE/5.

I. Course Objectives: to familiarize the student with the various types of CE operations and with methods and procedures peculiar to CE in the field and at Headquarters, to outline CE objectives, and to increase proficiency in the recognition and exploitation of leads.

II. Course Characteristics: The Counterespionage Operations Course is of three weeks duration. The curriculum material is presented by means of lectures, seminars, and directed reading. It is divided into sections as follows:

A. Introduction (definition of terms, the CI Staff, operational security and risk assessment, sources of CE leads, CE reporting and records, documentation)

B. Interrogation

C. Foreign Intelligence Services (with emphasis on currently hostile services)

D. Penetration and Defection

E. Double Agent Operations

During the course each student is required to present orally a CE case and to submit a written version of the case. Evaluations are based on problems, written exercises requiring analyses of assigned case studies, the case analysis presented by the student, and on objective tests.

III. Evaluations: (This student's performance indicated by asterisk.)

A. Two double agent problems and one walk-in problem requiring case analysis. This analysis involves thorough study of the case:
1. To determine areas of missing, inadequate, or questionable information.
2. To pick out information which can be checked through other sources.
3. To recognize all possible leads.
4. To assess the risk involved.
5. To propose appropriate action (operational decisions).

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class		6	8 *			1
Total of ratings in 15 classes	1	15	199	18		4

B. Four written exercises requiring analysis of assigned CE case studies.

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class		4	9 *	1		1
Total of ratings in 14 classes			193	24		1

C. Case Analysis (Student Presentation.)

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class			8	6 *		1
Total of ratings in 15 classes			179	49		1

D. Objective tests based on all sections of the course.

	Fail	Poor	Satis	Exc	Sup	Incomplete
Ratings in this class		2	7	5 *		1
Total of ratings in 15 classes	5	54	132	43	1	1

17

Mr. Smith was reserved, but his contributions were quite pertinent and advanced the progress of the class discussions. In his written work he showed a sound knowledge and a feel for the handling of agents, but in other aspects of the cases and problems his efforts were more casual. His student presentation demonstrated a cautious approach and a comprehensive analysis of a possible double agent.

[illegible]

[illegible] The student demonstrated outstanding ability or proficiency in meeting this course goal or objective; he indicated an unusually thorough knowledge of the material presented, or, if skills were involved, he demonstrated that he was one of the most effective individuals in this area.

EXCELLENT. The student showed unusual competence, skill, or ability in meeting this objective or goal; he demonstrated a thorough grasp of the material presented, or, if skills were involved, he demonstrated that he could perform in an extremely effective manner in this area.

SATISFACTORY. The student met this objective in a competent and adequate manner; he demonstrated a good understanding and a grasp of the information presented, or if skills were involved, he demonstrated sufficient competence to operate effectively in this area.

WEAK. Although the student may have met some of the standards set for [illegible] achievement of this course goal or objective, he demonstrated [illegible] in knowledge or sufficient lack of skill to be [illegible] competence.

FAILURE. The student was unable to grasp the concepts or information presented, or demonstrated that he had not acquired the necessary [illegible] and skills to operate at even minimum capacity in this area.

FOR THE DIRECTOR OF TRAINING:

Harry D. [illegible] Carroll
[illegible]

S E C R E T

REPORT OF SW and F & S TRAINING

Date: 27 Oct 1955

1. Pseudo: Joseph B. Smith [redacted] Grade:

2. Office: Division: Branch:

3. Project Assignment: Malaya Station

4. Dates Trained: 10 Oct 1955

Location: Singapore

5. Training Received:
Basic SW: Briefing in use of low level systems for dead-drop use only.
F & S: No restoration.
Other:

6. Evaluation: Smith [redacted] was able to spend only about three hours in the briefing session. During this time, he was able to use all three systems assigned for station use and, since he will be able to get help from Samuel A. [illegible] (q.v.) if necessary, he should have no difficulty with them. Further training would be required if mail channels or higher level systems were to be used.

7. Instructor: Ulysses A. [illegible]

Chief, KURIOT Laboratory

S E C R E T

SECRET
(When Filled In)

(1-6) 107894	LANGUAGE DATA RECORD

PART I-GENERAL

1. NAME (Last-First-Middle) (7-24)	2. DATE OF BIRTH (25-30) MONTH	DAY	YEAR
SMITH, Joseph B.	June	16	1923

3. LANGUAGE (31-33)	4. TODAY'S DATE (34-39) MONTH	DAY	YEAR	5.
German 283	May	2	1957	☐ I HAVE NO PROFICIENCY IN ANY FOREIGN LANGUAGE

PART II-LANGUAGE ELEMENTS

SECTION A. Reading (40)

1. I CAN READ TEXTS OF ANY DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY ONLY RARELY.
2. I CAN READ TEXTS OF MOST GRADES OF DIFFICULTY, OF A GENERAL NATURE OR IN FIELDS I AM FAMILIAR WITH, USING THE DICTIONARY OCCASIONALLY.
3. I CAN READ TEXTS OF AVERAGE DIFFICULTY (newspapers, reference materials, etc.), USING THE DICTIONARY FREQUENTLY.
$\textcircled{4}$ I CAN READ SIMPLE TEXTS, SUCH AS STREET SIGNS, NEWSPAPER HEADLINES, ETC., USING THE DICTIONARY FREQUENTLY.
5. I HAVE NO READING ABILITY IN THE LANGUAGE.

SECTION B. Writing (41)

1. I CAN WRITE PERSONAL LETTERS AND SIMILAR MATERIAL WITH COMPLETE SUCCESS WITHOUT USING THE DICTIONARY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH VERY FEW GRAMMATICAL ERRORS, IN NATIVE STYLE, USING THE DICTIONARY ONLY RARELY.
2. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL WITH COMPLETE SUCCESS, USING THE DICTIONARY ONLY RARELY. I CAN WRITE FACTUAL NARRATIVE AND EXPOSITORY MATERIAL WITH REASONABLE CLARITY, WITH FEW GRAMMATICAL ERRORS, BUT IN A STYLE WHICH MAY NOT BE NATIVE, USING THE DICTIONARY OCCASIONALLY.
3. I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH OCCASIONAL MINOR GRAMMATICAL ERRORS AND IN OBVIOUSLY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY OCCASIONALLY.
$\textcircled{4}$ I CAN WRITE PERSONAL LETTERS AND SIMILAR SIMPLE MATERIAL, WITH REASONABLE SUCCESS IN CONVEYING MY MEANING, BUT WITH MANY GRAMMATICAL ERRORS AND IN A VERY FOREIGN, AWKWARD STYLE, USING THE DICTIONARY FREQUENTLY.
5. I CANNOT WRITE IN THE LANGUAGE.

SECTION C. Pronunciation (42)

1. MY PRONUNCIATION IS NATIVE.
2. WHILE NATIVES CAN DETECT AN ACCENT IN MY PRONUNCIATION THEY HAVE NO DIFFICULTY UNDERSTANDING ME.
3. MY PRONUNCIATION IS OBVIOUSLY FOREIGN, BUT ONLY RARELY CAUSES DIFFICULTY FOR NATIVES TO UNDERSTAND.
$\textcircled{4}$ MY PRONUNCIATION IS OCCASIONALLY DIFFICULT FOR NATIVES TO UNDERSTAND.
5. I HAVE NO SKILL IN PRONUNCIATION.

CONTINUE ON REVERSE SIDE

CONTINUATION OF PART II-LANGUAGE ELEMENTS

OFFICE OF PERSONNEL

MAY 6 2 54 PM '57

MAIL ROOM

SECTION D. Speaking (43)

1. I SPEAK FLUENTLY AND ACCURATELY IN ALL PRACTICAL AND SOCIAL SITUATIONS; I CONVERSE FREELY AND IDIOMATICALLY IN ALL FIELDS WITH WHICH I AM FAMILIAR.

2. I SPEAK FLUENTLY AND ACCURATELY IN NEARLY ALL PRACTICAL AND SOCIAL SITUATIONS; I CAN CONVERSE IN MOST FIELDS WITH WHICH I AM FAMILIAR AND I EMPLOY SOME POPULAR SAYINGS, LITERARY QUOTATIONS, AND COMMON PROVERBS.

3. I GET ALONG QUITE WELL IN SITUATIONS OF DAILY LIFE AND TRAVEL AND CAN CONDUCT ROUTINE BUSINESS IN PARTICULAR FIELDS.

(4.) I MANAGE TO GET ALONG IN THE MOST COMMON SITUATIONS OF DAILY LIFE AND TRAVEL.

5. I HAVE NO ABILITY TO USE THE LANGUAGE IN ANY OF THE ABOVE RESPECTS.

SECTION E. Understanding (44)

1. I UNDERSTAND NON-TECHNICAL CONVERSATION ON ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND NEARLY EVERYTHING I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.

2. I UNDERSTAND NON-TECHNICAL CONVERSATION ON NEARLY ALL SUBJECTS, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MOST OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES, INCLUDING MOST JOKES AND PUNS.

3. I UNDERSTAND NEARLY ALL CONVERSATION ON TOPICS OF DAILY LIFE AND TRAVEL, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND MUCH OF WHAT I HEAR ON THE RADIO, AND AT THE MOVIES, PLAYS, AND LECTURES.

(4.) I UNDERSTAND THE SIMPLEST CONVERSATION, BOTH FACE-TO-FACE AND ON THE TELEPHONE; I UNDERSTAND SOME OF WHAT I HEAR ON THE RADIO AND AT THE MOVIES, PLAYS, AND LECTURES.

5. I AM NOT ABLE TO UNDERSTAND THE SPOKEN LANGUAGE.

BEFORE CONTINUING - CHECK PART II TO ENSURE THAT YOU HAVE CIRCLED ONE NUMBER PER SECTION.

PART III-EXPERIENCE AS TRANSLATOR OR INTERPRETER (45)

1. I HAVE HAD EXPERIENCE AS A TRANSLATOR.

2. I HAVE HAD EXPERIENCE AS AN INTERPRETER.

3. BOTH OF THE ABOVE STATEMENTS APPLY.

(4.) NONE OF THE ABOVE STATEMENTS APPLY.

PART IV-CERTIFICATION

I CERTIFY THAT THE INFORMATION GIVEN ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND BELIEF. THIS CERTIFICATION CONSTITUTES MY APPLICATION FOR A MAINTENANCE AWARD PROVIDED I AM ELIGIBLE UNDER THE TERMS OF REGULATION NO. 25-115, PAR. 1C(4). I UNDERSTAND THAT I MUST PASS AN OBJECTIVE LANGUAGE PROFICIENCY TEST BEFORE I BECOME ELIGIBLE FOR AN AWARD, AND THAT IRRESPECTIVE OF THE DATE OF TESTING, ANNUAL MAINTENANCE AWARDS WILL BE CUMULATIVE AS OF THE ANNIVERSARY DATE OF COMPLETING THIS FORM.

DATE SIGNED	SIGNATURE
2 May 1957	

(46) C	(47) E

SECRET
(When Filled In)

(1-6)	
107894	LANGUAGE DATA RECORD

PART I—GENERAL

1. NAME (Last-First-Middle) (7-24)	2. DATE OF BIRTH (25-30) MONTH	DAY	YEAR
SMITH, Joseph B.	June	16	1921

3. LANGUAGE (31-33)	4. TODAY'S DATE (34-39) MONTH	DAY	YEAR	5.
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5. I HAVE NO SKILL IN PRONUNCIATION.

CONTINUE ON REVERSE SIDE

FORM NO. 444c
1 FEB 57

SECRET (4-45)

CONTINUATION OF PART II–LANGUAGE ELEMENTS

SECTION D. Speaking (43)

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DATE SIGNED	SIGNATURE
2 May 1967	(signature)
(46) O	(47) 8

14-00000

CONFIDENTIAL

15 February 1956

FITNESS REPORT (Part II) PERFORMANCE

INSTRUCTIONS

FOR THE ADMINISTRATIVE OFFICER: Consult current instructions for completing this report.

FOR THE SUPERVISOR: This report is designed to help you express your evaluation of your subordinate and to transmit this evaluation to your supervisor and senior officials. Organization policy requires that you inform the subordinate where he stands with you. Completion of the report should help you prepare for a discussion with him of his strengths and weaknesses. It is also organization policy that you show Part II of this report to the employee except under conditions specified in Regulation 20-370. It is recommended that you read the entire form before completing any question. If this is the initial report on the employee, it must be completed and forwarded to the Office of Personnel no later than 30 days after the date indicated in item 8 of Section "A" below.

SECTION A. GENERAL

1. NAME: SMITH Joseph B.
2. DATE OF BIRTH: 16 June 1921
3. SEX: M
4. SERVICE DESIGNATION: DP

FE/ Singapore

Dps Officer (PP)

GRADE: GS-13

~~Year prior to his departure on~~ May 1955 – 24 May 1956.

X

SECTION B. CERTIFICATION

Rated after his departure.

X

X

24 July 1956 — Robert A. Barnick — Chief of Station

	BY	DATE
Posted Pos. Cont.	WHA	13 SEP 1960
Reviewed by		

I certify that any substantial difference of opinion with the supervisor is reflected in the above section.

Aug. 1956 — R. H. Linn — Chief, FE/5

SECTION C. JOB PERFORMANCE EVALUATION

DIRECTIONS: Consider ONLY the productivity and effectiveness with which the individual being rated has performed his duties during the rating period. Check a rating with understanding ... level of responsibility. Factors other than productivity will be taken into account later in Section D.

5

COMMENTS:

FORM NO. 45 (Part II) ... Figure 1 (face) ... Performance

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14-00000

15 February 1956 CONFIDENTIAL

DIRECTIONS

a. State in the spaces below up to six of the more important SPECIFIC duties performed during this rating period. Place the most important first. Do not include minor or unimportant duties.
b. Rate performance on each specific duty considering ONLY effectiveness in performance of that specific duty.
c. For supervisors, ability to supervise will always be rated as a specific duty (indicate number of employees supervised).
d. Compare in your mind, when possible, the individual being rated with others performing the same duty at a similar level of responsibility.
e. Two individuals with the same job title may be performing different duties. If so, rate them on different duties.
f. Be specific. Examples of the kind of duties that might be rated are:

CASE BRIEFING	HAS AND USES AREA KNOWLEDGE	CONDUCTS INTERROGATIONS
GIVING LECTURES	DEVELOPS NEW PROGRAMS	PREPARES SUMMARIES
CONDUCTING SEMINARS	ANALYZES INDUSTRIAL REPORTS	TRANSLATES GERMAN
WRITING TECHNICAL REPORTS	MANAGES FILES	DEBRIEFING SOURCES
CONDUCTING EXTERNAL LIAISON	OPERATES RADIO	KEEPS BOOKS
TYPING	COORDINATES WITH OTHER OFFICES	DRIVES TRUCK
TAKING DICTATION	WRITES REGULATIONS	MAINTAINS AIR CONDITIONING
SUPERVISING	PREPARES CORRESPONDENCE	EVALUATES SIGNIFICANCE OF DATA

g. For some jobs, duties may be broken down even further if supervisor considers it advisable, e.g., combined key and phone operation, in the case of a radio operator.

DESCRIPTIVE RATING NUMBER

1 - INCOMPETENT IN THE PERFORMANCE OF THIS DUTY.
2 - BARELY ADEQUATE IN THE PERFORMANCE OF THIS DUTY.
3 - PERFORMS THIS DUTY ACCEPTABLY.
4 - PERFORMS THIS DUTY IN A COMPETENT MANNER.
5 - PERFORMS THIS DUTY IN SUCH A FINE MANNER ... DISTINCT ASSET ...
6 - PERFORMS THIS DUTY IN AN OUTSTANDING MANNER FOUND IN VERY FEW INDIVIDUALS HOLDING SIMILAR JOBS.
7 - EXCELS ANYONE I KNOW IN THE PERFORMANCE OF THIS DUTY.

SPECIFIC DUTY NO.	RATING NUMBER	SPECIFIC DUTY NO.	RATING NUMBER
Planning, developing unilateral local operations	5	Writes intelligence reports and estimates	5
Case officer for unilateral operations	5	Handling of Station KUCAGE correspondence	5
Liaison with SMOOTHER, especially SMOTH on KUCAGE	5	Liaison with and work for QKFLOWAGE and ODACID	5

NARRATIVE DESCRIPTION OF MANNER OF JOB PERFORMANCE

Stress strengths and weaknesses, particularly those which affect development on present job.

Smith is an intelligence, sincere, imaginative, hard-working, loyal KUBARK officer who is a definite credit to the organization. He has carried out all his assignments in a most professional manner and has served as a most useful and respected member of the team. His judgment and opinions are respected by his colleagues both in KUBARK and ODACID.

SECTION D. SUITABILITY FOR CURRENT JOB IN ORGANIZATION

DIRECTIONS: Take into account here everything you know about the individual: productivity, conduct on the job, pertinent personal characteristics or habits, special defects or talents, and how he fits in with your team. Compare him with others doing similar work of about the same level.

RATING NUMBER: 6

MAIL ROOM

SEP 12 11 17 AM '56

OFFICE OF PERSONNEL

Figure 1 (back)

CONFIDENTIAL

14-00000

CONFIDENTIAL

FITNESS REPORT (Part II) POTENTIAL

INSTRUCTIONS

SECTION A. GENERAL

SMITH	Joseph	B.	16 June 1921	M	DP
Singapore			Ops Officer (PP)		
GS-13			~~Year prior to his departure on~~ May 1955 to 24 May 1956.		

X

SECTION F. CERTIFICATION

24 July 1956	Robert A. Barnack	Chief of Station
Aug. 1956	R. H. Linn	Chief, FE/5

SECTION G. ESTIMATE OF POTENTIAL

DATE 13 SEP 1956

Posted WEA

Reviewed by PUD

6

2

2

3

2

3

2

CONFIDENTIAL

15 February 1956

CONFIDENTIAL

1. Indicate the approximate number of months the rated employee has been under your supervision

26 months

2. Smith [illegible]

is ready, willing and able to shoulder additional responsibilities inherent in a more responsible position in the organization. He has the intelligence, know-how, enthusiasm and drive that the organization desires in its officers.

SECTION H. FUTURE PLANS

1. Training or other developmental experience planned for the individual

Smith is scheduled for assignment in KUCAGE, Headquarters, which he is fully qualified to handle. It is hoped he will, during his Headquarters tour, be able to tr' the Basic Management training course. After his headquarters tour, ' should receive a field assignment to make full use of his abilities.

2. Other factors including personal circumstances to be taken into account in individual's future assignments

Smith is happily married to an intelligent young lady, and they have two attractive daughters. His wife is willing to go anywhere her husband desires on assignment for KUBARK.

SECTION I. DESCRIPTION OF INDIVIDUAL

DIRECTIONS: This section is provided as an aid to describing the individual as you see him on the job. Interpret the words literally. On the page below are a series of statements that apply in some degree to most people. To the left of each statement is a box under the heading "category." Read each statement and insert in the box the category number which best tells how much the statement applies to the person covered by this report.

CATEGORY NUMBER
0 - Have not observed this, hence can give no opinion as to how the description applies to the individual
1 - Applies to the individual to the least possible degree
2 - Applies to individual to a limited degree
3 - Applies to individual to an average degree
4 - Applies to individual to an above average degree
5 - Applies to individual to an outstanding degree

CATEGORY	STATEMENT	CATEGORY	STATEMENT	CATEGORY	STATEMENT
4	1. [illegible]	4	11. [illegible]	4	21. [illegible]
4	2. [illegible]	5	12. [illegible]	3	22. [illegible]
5	3. [illegible]	5	13. [illegible]	4	23. [illegible]
5	4. [illegible]	3	14. [illegible]	4	24. [illegible]
4	5. [illegible]	3	15. [illegible]	4	25. [illegible]
3	6. [illegible]	4	16. [illegible]	4	26. [illegible]
4	7. [illegible]	4	17. [illegible]	4	27. [illegible]
3	8. [illegible] MAIL ROOM	3	18. [illegible]	3	28. [illegible]
4	9. SEP 12 11 17 AM '56	4	19. [illegible]	4	29. [illegible]
4	10. [illegible]	3	20. [illegible]	4	30. [illegible]

OFFICE OF PERSONNEL

Figure 2 (back)

14-00000

23172

SECRET

CUMULATIVE TRAINING RECORD

DATE: PP 1 October 1956

NAME: Joseph B. SMITH

PROJECTED PERSONNEL ACTION: PROMOTION / X REASSIGNMENT / ROTATION / TRAVEL / OTHER (Explain)

FROM: Ops Off PP, GS-13, Singapore

TO: Ops Off PP, GS-13, Hqs.

EOD: 17 Sept 51

X	COURSE	DATE TAKEN	X	COURSE	DATE TAKEN
W	BASIC ORIENT. ALSO BIC, BITC, SOC, BTP, Ph I			AIR OPS. 1 2 3 4 5	
	CLAND. M & T ALSO OC, Ph II	5/10-6/11/53		MAR. OPS 1 2 3 4 5	
	CLAND. OPS. ALSO AIC, AITC, AOC, CAI, Ph III			CLAND. FLD. ACT. 1 2 3 4 5 6	
	RESISTANCE OPS ALSO PM, I-II-III RAFT			SURVIVAL 1 2 3 4 5 6	
R	CLAND. SERV. REV			BASIC PHOTO	
	WORLD. COMMUNISM	see CPO		DOCUMENTATION	
A	ANTI-COMM. OPS.			LOCKS	
	ADMIN PROCEDURES			SECRET WRITING	
	OPS. SUPPORT			FLAPS & SEALS	
	TRADECRAFT PHASE			SMALL ARMS FAM.	
	ADMIN PHASE			OTHER TRAINING	
	REPORTS			CPO	7-18/12/53
	ORDER OF BATTLE			CIA O.	2-5/10/51
	COUNTERESPIONAGE				
	ADV. COUNTER-ESPIONAGE				
	OPS. SECURITY				
	WAR PLANS				
X	CLAND. POL. WARF.				
	STAYBEHIND OPS.				
	TECH. DEV. ORIENT.				
	INSTR. TECH.				
	EVASION-ESCAPE				
	SAB. OPS.				
	INVEST. TECH. ALSO CI TECH.				
	ADMIN REFRESHER				
	SOG. IMPROVE.				
	BASIC SUPV.				
A	BASIC MGMT.			PRE-TEST	
	BALLOON OPS.			ASSESSMENT	

REMARKS:

1. CONSTRUCTIVE CREDIT (CC) HAS BEEN AUTHORIZED FOR COURSES SO MARKED BASED UPON SUBJECT'S PREVIOUS [ ] BACKGROUND [ ] EXPERIENCE [ ] TRAINING.
2. SUBJECT HAS COMPLETED TRAINING OR RECEIVED CONSTRUCTIVE CREDIT AS SHOWN AT THE LEFT.

TRAINING OFFICER COMMENTS:

[ ] A. THIS DOES (NOT) MEET TRAINING STANDARDS AS QUALIFICATION FOR THE PROJECTED ACTION.
[ ] NO FURTHER TRAINING RECOMMENDED AT THIS TIME.

[ ] B. SUBJECT IS CURRENTLY ENROLLED IN COURSES MARKED WITH AN "S". THE COMPLETION OF WHICH WILL SATISFY BASIC QUALIFYING STANDARDS.

[X] C. UNLESS SUBJECT HAS HAD PREVIOUS HQ. OR FIELD EXPERIENCE WHICH CAN BE ACCEPTED IN LIEU OF TRAINING, SUBJECT SHOULD BE REQUIRED TO TAKE [X] QUALIFYING [R] REFRESHER A-Addt'l. TRAINING AS CHECKED AT THE LEFT:
A-R [X] ~~xxxxxx~~ When Available
[ ] UPON RETURN TO HQ.

[W] D. WAIVER AND CC. SHOULD BE REQUESTED FOR THOSE COURSES MARKED WITH A "W".

[ ] E. RECOMMENDATIONS FOR ADDITIONAL TRAINING WERE MADE ________ (DATE), THESE RECOMMENDATIONS HAVE NOT BEEN MET.

*Subject to Waiver test.

DIVISION TRAINING OFFICER: Donald H. Sage
DONALD H. SAGE

STAFF TRAINING OFFICER: Wallace B. Griggs for
Rene J. Guiraud, PP/SD/TRO

TO: Personnel Officer,

FROM: Career Management Officer

The above projected personnel action has been [✓] approved [ ] disapproved by the Career Service Board. Additional training as indicated above has been recommended by the Training Officer to satisfy requirements of the proposed personnel action.

Please schedule these courses as soon as possible through your Division Training Officer who will coordinate with the Senior Staff Training Officer.

DATE: 20 November 1956

SIGNATURE OF CAREER MANAGEMENT OFFICER: [signature]

FORM NO. 467 REPLACES FORM 38-77 WHICH IS OBSOLETE. 1 JAN 55

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(When Filled In)

FIELD FITNESS REPORT

The Fitness Report is an important factor in organization personnel management. It seeks to provide:
1. The organization selection board with information of value when considering the application of an individual for membership in the career staff; and
2. A periodic record of job performance as an aid to the effective utilization of personnel.

INSTRUCTIONS

TO THE FIELD ADMINISTRATIVE OR PERSONNEL OFFICER: Consult current field administrative instructions regarding the initiation and transmittal of this report to headquarters.

TO THE FIELD SUPERVISOR: Read the entire form before attempting to complete any item. As the supervisor who assigns, directs and reviews the work of the individual, you have primary responsibility for evaluating his strengths, weaknesses, and on-the-job effectiveness as revealed by his day-to-day activities. If this individual has been under your supervision for less than 90 days, you will collaborate, if practicable, with his previous supervisors to make sure the report is accurate and complete. Primary responsibility rests with the current supervisor. It is assumed that, throughout the period this individual has been under your supervision, you have discharged your supervisory responsibilities by frequent discussions of his work, so that in a general way he knows where he stands.

IT IS OPTIONAL WHETHER OR NOT THIS FITNESS REPORT IS SHOWN TO THE PERSON BEING RATED

SECTION I

LEAVE BLANK - FOR HEADQUARTERS USE ONLY	1. DATE OF BIRTH	2. SEX	3. SERVICE DESIGNATION
Joseph B. Smith	16 June 1921	M	KUGOWN SP:DP

4. GRADE	5. STATION DESIGNATION (Current)
GS-12	SINGAPORE

6. DUE DATE OF THIS REPORT	7. PERIOD COVERED BY THIS REPORT (Inclusive dates)
	31 March 1954 - 1 May 1955

SECTION II (To be completed by field supervisor)

1. CURRENT POSITION	2. DATE ASSUMED RESPONSIBILITY FOR POSITION
Senior Kugage Officer, Singapore	31 March 1954

3. STATE THE SPECIFIC ASSIGNMENTS OR TASKS WHICH ARE TYPICAL OF THOSE GIVEN TO THE EMPLOYEE DURING THE PAST THREE TO SIX MONTHS (List in order of frequency)

1. Conduct of liaison with SMOTH FE Headquarters on KUGAGE matters relating to FE.
2. Conduct of covert KUGOWN projects, Televox, Temperament, and Tenacious.
3. Initiation through Project Temperament of covert themes targeted at other SEA countries.
4. Development of additional covert operational activity and agents.
5. Development of one specific joint operation with SMOTH targeted at SEA.
6. Coordination of DTPILLAR-SMOTH local liaison.
7. Development of plans for other joint operations with SMOTH targeted at various FE countries.
8. Contact with QKHAYSEED-PBGRUMBLE.

SECTION III (To be completed at headquarters only)

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

AUTHENTICATION OF REPORT AND SIGNATURES

1. NAME OF RATER (Type)	2. NAME OF REVIEWING OFFICIAL IN FIELD (Type)
Robert J. Jantzen	Robert J. Jantzen

3. THIS REPORT [x] WAS [ ] WAS NOT SHOWN TO THE INDIVIDUAL BEING RATED.

4. DATE REPORT AUTHENTICATED AT HQS.	5. NAME AND SIGNATURE OF ADMINISTRATIVE OR PERSONNEL OFFICER AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE FIELD REPORT AND SIGNATURES
Aug. 1955	V. O. Goodell V. O. Goodell

DO NOT COMPLETE - FOR HEADQUARTERS USE ONLY

FORM NO. 1 JUN 54 458

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(When Filled In)

SECTION IV

This section is provided as an aid in describing the individual. Your description is not favorable or unfavorable in itself but acquires its meaning in relation to a particular job or assignment. The descriptive words are to be interpreted literally.

On the left hand side of the page below are a series of statements that apply in some degree to most people. On the right hand side of the page are four major categories of descriptions. The scale within each category is divided into three small blocks; this is to allow you to make finer distinctions if you so desire. Look at the statement on the left - then check the category on the right which best tells how much the statement applies to the person you are rating. Placing an "X" in the "Not Observed" column means you have no opinion on whether a phrase applies to an individual. Placing an "X" in the "Does Not Apply" column means that you have the definite opinion that the description is not at all suited to the individual.

STATEMENTS	CATEGORIES: NOT OB-SERVED	DOES NOT APPLY	APPLIES TO A LIMITED DEGREE			APPLIES TO A REASONABLE DEGREE			APPLIES TO AN ABOVE AVERAGE DEGREE			APPLIES TO AN OUTSTANDING DEGREE		
SAMPLES: A. ABLE TO SEE ANOTHER'S POINT OF VIEW.			X											
B. PRACTICAL.										X				
1. A GOOD REPORTER OF EVENTS.										X				
2. CAN MADE DECISIONS ON HIS OWN WHEN NEED ARISES.									X					
3. CAUTIOUS IN ACTION.									X					
4. HAS INITIATIVE.												X		
5. UNEMOTIONAL.									X					
6. ANALYTIC IN HIS THINKING.											X			
7. CONSTANTLY STRIVING FOR NEW KNOWLEDGE AND IDEAS.												X		
8. GETS ALONG WITH PEOPLE AT ALL SOCIAL LEVELS.									X					
9. HAS SENSE OF HUMOR.									X					
10. KNOWS WHEN TO SEEK ASSISTANCE.									X					
11. CALM.										X				
12. CAN GET ALONG WITH PEOPLE.									X					
13. MEMORY FOR FACTS.											X			
14. GETS THINGS DONE.											X			
15. KEEPS ORIENTED TOWARD LONG - TERM GOALS.											X			
16. CAN COPE WITH EMERGENCIES.											X			
17. HAS HIGH STANDARDS OF ACCOMPLISHMENT.											X			
18. HAS STAMINA; CAN KEEP GOING A LONG TIME.										X				
19. HAS WIDE RANGE OF INFORMATION.											X			
20. SHOWS ORIGINALITY.											X			
21. ACCEPTS RESPONSIBILITIES.											X			
22. ADMITS HIS ERRORS.										X				
23. RESPONDS WELL TO SUPERVISION.										X				
24. EVEN DISPOSITION.										X				
25. ABLE TO DO HIS JOB WITHOUT STRONG SUPPORT.											X			

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SECRET
(When Filled In)

	1	2	3	4	5	6	7	8	9	10	11	12	13	14
26. CAN THINK ON HIS FEET.											X			
27. COMES UP WITH SOLUTIONS TO PROBLEMS.											X			
28. STIMULATING TO ASSOCIATES; A "SPARK PLUG".									X					
29. TOUGH MINDED.									X					
30. OBSERVANT.											X			
31. CAPABLE.											X			
32. CLEAR THINKING.											X			
33. COMPLETES ASSIGNMENTS WITHIN ALLOWABLE TIME LIMITS.										X				
34. EVALUATES SELF REALISTICALLY.										X				
35. WELL INFORMED ABOUT CURRENT EVENTS.											X			
36. DELIBERATE.										X				
37. EFFECTIVE IN DISCUSSIONS WITH ASSOCIATES.								X						
38. IMPLEMENTS DECISIONS REGARDLESS OF OWN FEELINGS.									X					
39. THOUGHTFUL OF OTHERS.									X					
40. WORKS WELL UNDER PRESSURE.										X				
41. DISPLAYS JUDGEMENT.										X				
42. GIVES CREDIT WHERE CREDIT IS DUE.									X					
43. HAS DRIVE.											X			
44. IS SECURITY CONSCIOUS.											X			
45. VERSATILE.										X				
46. HIS CRITICISM IS CONSTRUCTIVE.										X				
47. ABLE TO INFLUENCE OTHERS.								X						
48. FACILITATES SMOOTH OPERATION OF HIS OFFICE.										X				
49. DOES NOT REQUIRE STRONG AND CONTINUOUS SUPERVISION.											X			
50. A GOOD SUPERVISOR.									X					

SECTION V

A. WHAT ARE HIS OUTSTANDING STRENGTHS?

Subject has demonstrated to a high degree the resourcefulness, initiative, diplomatic skill and imagination his job requires.

B. WHAT ARE HIS OUTSTANDING WEAKNESSES?

He really has none but his talkativeness, which is really enthusiasm, ~~inordinate~~ has led many people to believe he talks too much on a plane far from practical. Subject is getting his talkativeness in hand.

SECRET

C. INDICATE IF YOU THINK THAT ANY SINGLE STRENGTH OR WEAKNESS OUTWEIGHS ALL OTHER CONSIDERATIONS:

no.

D. DO YOU FEEL THAT HE REQUIRES CLOSE SUPERVISION? [X] NO [ ] YES. IF YES, WHY?

E. WHAT TRAINING DO YOU RECOMMEND FOR THIS INDIVIDUAL?

None. Experience in the field is what is needed.

F. OTHER COMMENTS *(Indicate here general traits, specific habits or characteristics not covered elsewhere in the report but which have a bearing on effective utilization of this person):*

none.

SECTION VI

Read all descriptions before rating. Place "X" in the most appropriate box under subsections A,B,C,&D

A. *DIRECTIONS: Consider only the skill with which the person has performed the duties of his job and rate him accordingly.*

- [ ] 1. DOES NOT PERFORM DUTIES ADEQUATELY; HE IS INCOMPETENT.
- [ ] 2. BARELY ADEQUATE IN PERFORMANCE; ALTHOUGH HE HAS HAD SPECIFIC GUIDANCE OR TRAINING, HE OFTEN FAILS TO CARRY OUT RESPONSIBILITIES COMPETENTLY.
- [ ] 3. PERFORMS MOST OF HIS DUTIES ACCEPTABLY; OCCASIONALLY REVEALS SOME AREA OF WEAKNESS.
- [ ] 4. PERFORMS DUTIES IN A TYPICALLY COMPETENT, EFFECTIVE MANNER.
- [X] 5. A FINE PERFORMANCE; CARRIES OUT MANY OF HIS RESPONSIBILITIES EXCEPTIONALLY WELL.
- [ ] 6. PERFORMS HIS DUTIES IN SUCH AN OUTSTANDING MANNER THAT HE IS EQUALLED BY FEW OTHER PERSONS KNOWN TO THE RATER.

IS THIS INDIVIDUAL BETTER QUALIFIED FOR WORK IN SOME OTHER AREA? [✓] NO [ ] YES. IF YES, WHAT?

C. *DIRECTIONS: Based upon what he has said, his actions, and any other indications, give your opinion of this person's attitude toward the organization.*

- [ ] 1. HAS AN ANTAGONISTIC ATTITUDE TOWARD THE AGENCY ... WILL DEFINITELY LEAVE THE ORGANIZATION AT THE FIRST OPPORTUNITY.
- [ ] 2. HAS STRONG NEGATIVE ATTITUDE TOWARD ORGANIZATION... IRKED BY RESTRICTIONS... REGARDS AGENCY AS A TEMPORARY STOP UNTIL HE CAN GET SOMETHING BETTER.
- [ ] 3. TENDS TO HAVE AN UNFAVORABLE ATTITUDE TOWARD THE ORGANIZATION..BOTHERED BY MINOR FRUSTRATIONS..WILL QUIT IF THESE CONTINUE.
- [ ] 4. HIS ATTITUDE TOWARD THE ORGANIZATION IS INDIFFERENT...HAS "WAIT AND SEE" ATTITUDE..WOULD LEAVE IF SOMEONE OFFERED HIM SOMETHING BETTER.
- [ ] 5. TENDS TO HAVE FAVORABLE ATTITUDE TOWARD ORGANIZATION..MAKES ALLOWANCES FOR RESTRICTIONS IMPOSED BY WORKING FOR ORGANIZATION..THINKS IN TERMS OF A CAREER IN THE ORGANIZATION.
- [X] 6. DEFINITELY HAS FAVORABLE ATTITUDE TOWARD THE ORGANIZATION..BARRING AN UNEXPECTED OUTSIDE OPPORTUNITY, WILL PROBABLY ENDEAVOR TO MAKE A CAREER IN THE ORGANIZATION.
- [ ] 7. HAS AN ENTHUSIASTIC ATTITUDE TOWARD THE ORGANIZATION..WILL PROBABLY NEVER CONSIDER WORKING ANY PLACE BUT IN THE ORGANIZATION.

B. *DIRECTIONS: Considering others of this person's grade and type of assignment, how would you rate him on potentiality for assumption of greater responsibilities normally indicated by promotion.*

- [ ] 1. HAS REACHED THE HIGHEST GRADE LEVEL AT WHICH SATISFACTORY PERFORMANCE CAN BE EXPECTED.
- [ ] 2. IS MAKING PROGRESS, BUT NEEDS MORE TIME IN PRESENT GRADE BEFORE PROMOTION TO A HIGHER GRADE CAN BE RECOMMENDED..
- [ ] 3. IS READY TO TAKE ON RESPONSIBILITIES OF THE NEXT HIGHER GRADE, BUT MAY NEED TRAINING IN SOME AREAS.
- [ ] 4. WILL PROBABLY ADJUST QUICKLY TO THE MORE RESPONSIBLE DUTIES OF THE NEXT HIGHER GRADE.
- [X] 5. IS ALREADY PERFORMING AT THE LEVEL OF THE NEXT HIGHER GRADE.
- [ ] 6. AN EXCEPTIONAL PERSON WHO IS ONE OF THE FEW WHO SHOULD BE CONSIDERED FOR RAPID ADVANCEMENT.

D. *DIRECTIONS: Consider everything you know about this person in making your rating..skill in job duties, conduct on the job, personal characteristics or habits, and special defects or talents.*

- [ ] 1. DEFINITELY UNSUITABLE - HE SHOULD BE SEPARATED.
- [ ] 2. OF DOUBTFUL SUITABILITY..WOULD NOT HAVE ACCEPTED HIM IF I HAD KNOWN WHAT I KNOW NOW.
- [ ] 3. A BARELY ACCEPTABLE EMPLOYEE..DEFINITELY BELOW AVERAGE BUT WITH NO WEAKNESSES SUFFICIENTLY OUTSTANDING TO WARRANT HIS SEPARATION.
- [ ] 4. A TYPICAL EMPLOYEE..HE DISPLAYS THE SAME SUITABILITY AS MOST OF THE PEOPLE I KNOW IN THE ORGANIZATION.
- [ ] 5. A FINE EMPLOYEE - HAS SOME OUTSTANDING STRENGTHS.
- [X] 6. AN UNUSUALLY STRONG PERSON IN TERMS OF THE REQUIREMENTS OF THE ORGANIZATION.
- [ ] 7. EXCELLED BY ONLY A FEW IN SUITABILITY FOR WORK IN THE ORGANIZATION.

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SECRET
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last)	(First)	(Middle)	2. GRADE	3. POSITION TITLE
SMITH	Joseph	B.	GS 11	Ops Off

4. OFFICE	STAFF OR DIVISION	BRANCH		IF FIELD, SPECIFY STATION
DDP	FE	PP	[X] DEPT'L. [ ] FIELD	

5. PERIOD COVERED BY REPORT	6. TYPE OF REPORT
From To	[ ] Initial [ ] Annual [ ] Special [ ] Reassignment [ ] Reassignment of Supervisor

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

1. Exercise staff supervision over and assist Branch PP officers in the conduct of operations.
2. Advise my chief on the problems and developments in the conduct of Branch PP operations.
3. Conduct liaison with elements of DD/P Senior Staffs.
4. Plan and coordinate division-wide and division participation in world-wide PP operations.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
Basic Psychological Warfare Seminar		4 months	May 1952
Advanced Psychological Warfare Seminar		6 months	Nov 1952

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

Psychological and political warfare operations.

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

10.

11 Sept 1953 — DATE

Joseph B. Smith — SIGNATURE

Items 11 through 18 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

a. Has done a superior job in selling himself and his ideas to his seniors as well as subordinates both within and outside the FE Division.

b. Should be recognized for his creative thinking and outside studies on his own time in support of this assignment.

SECRET

SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB MOST NOTICEABLY GOOD OR OUTSTANDING?

See Para. 11 (b) and realistic application of covert techniques.

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?

Should concentrate on more concise oral presentations.

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

Capable of added responsibilities and with proper guidance and experience has almost unlimited capabilities.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

No.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

Due for complete training prior to field assignment in January 1954.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE. NA

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

21 Dec 1953 — DATE

Matthew G. Lewis — SIGNATURE OF SUPERVISOR

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.)

28 Dec 53 — DATE

George A. Lang Jr. — SIGNATURE OF REVIEWING OFFICIAL

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

SECRET

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SECRET
SECURITY INFORMATION

OED

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last)	(First)	(Middle)	2. GRADE	3. POSITION TITLE
Smith	Joseph	Burkholder	GS-12	Ops Officer (PW) CO-PP

4. OFFICE	STAFF OR DIVISION	BRANCH	DEPT'L. / FIELD	IF FIELD, SPECIFY STATION
DDP	FE	FE/PP Political	[X] DEPT'L. [ ] FIELD	

5. PERIOD COVERED BY REPORT	6. TYPE OF REPORT
From 2-17-53 To 9-17-53	[ ] Initial [X] Annual [ ] Special [ ] Reassignment [ ] Reassignment of Supervisor

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

See period 2-17-52 to 2-17-53 report - No Change

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

10.

DATE SIGNATURE

Items 11 through 18 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

FORM NO. 37-151
MAY 1952

SECRET

(Over) (4)

14-00000

SECRET
SECURITY INFORMATION

PERSONNEL EVALUATION REPORT

Items 1 through 6 will be completed by Administrative or Personnel Officer

1. NAME (Last)	(First)	(Middle)	2. GRADE	3. POSITION TITLE
SMITH	Joseph	B.	GS 11	Ops Off CD-?

4. OFFICE	STAFF OR DIVISION	BRANCH		IF FIELD, SPECIFY STATION
DDP	FE	PP	[X] DEPT'L. [ ] FIELD	

5. PERIOD COVERED BY REPORT	6. TYPE OF REPORT
From To	[ ] Initial [ ] Annual [ ] Special [ ] Reassignment [ ] Reassignment of Supervisor

Items 7 through 10 will be completed by the person evaluated

7. LIST YOUR MAJOR DUTIES IN APPROXIMATE ORDER OF IMPORTANCE, WITH A BRIEF DESCRIPTION OF EACH. OMIT MINOR DUTIES.

1. Exercise staff supervision over and assist Branch PP officers in the conduct of operations.
2. Advise my chief on the problems and developments in the conduct of Branch PP operations.
3. Conduct liaison with elements of DD/P Senior Staffs.
4. Plan and coordinate division-wide and division participation in world-wide PP operations.

8. LIST COURSES OF INSTRUCTION COMPLETED DURING REPORT PERIOD.

Name of Course	Location	Length of Course	Date Completed
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Advanced Psychological Warfare Seminar		6 months	Nov 1952

9. IN WHAT TYPE OF WORK ARE YOU PRIMARILY INTERESTED?

Psychological and political warfare operations.

IF DIFFERENT FROM YOUR PRESENT JOB, EXPLAIN YOUR QUALIFICATIONS (APTITUDE, KNOWLEDGE, SKILLS).

10.

DATE SIGNATURE

Items 11 through 13 will be completed by Supervisor

11. BRIEFLY DESCRIBE THIS PERSON'S PERFORMANCE ON THE MAJOR DUTIES LISTED UNDER ITEM 7 ABOVE.

a. Has done a superior job in selling himself and his ideas to his seniors as well as subordinates both within and outside the FE Division.

b. Should be recognized for his creative thinking and outside studies on his own time in support of this assignment.

FORM NO. 37-151
MAY 1952

SECRET

14-00000

SECRET
SECURITY INFORMATION

12. IN WHAT RESPECT IS THIS PERSON'S PERFORMANCE ON PRESENT JOB WHOLLY ADEQUATE, GOOD OR OUTSTANDING?

See Para. 11 (b) and realistic application of covert techniques.

OFFICE OF P & RD

13. ON WHAT ASPECT OF PERFORMANCE SHOULD THIS PERSON CONCENTRATE EFFORT FOR SELF IMPROVEMENT?

Should concentrate on more concise oral presentations.

FILES SECTION

14. COMMENT ON THIS PERSON'S ABILITY TO HANDLE GREATER RESPONSIBILITIES NOW OR IN THE FUTURE.

Capable of added responsibilities and with proper guidance and experience has almost unlimited capabilities.

15. ARE THERE OTHER DUTIES WHICH BETTER SUIT THIS PERSON'S QUALIFICATIONS? (Recommend appropriate reassignment, if possible.)

No.

16. WHAT TRAINING OR ROTATION DO YOU RECOMMEND FOR THIS PERSON?

Due for complete training prior to field assignment in January 1954.

17. IF PERFORMANCE DURING REPORT PERIOD HAS BEEN UNSATISFACTORY, THERE IS ATTACHED COPY OF MEMORANDUM NOTIFYING THIS PERSON OF UNSATISFACTORY PERFORMANCE. NA

18. THIS PERSONNEL EVALUATION REPORT HAS BEEN DISCUSSED WITH THE PERSON EVALUATED. ADDITIONAL COMMENTS INCLUDING COMMENT ON ITEMS 7, 8 AND 9, ARE SHOWN BELOW UNDER ITEM 20.

DATE SIGNATURE OF SUPERVISOR

19. I HAVE REVIEWED THE ABOVE REPORT. (Comments, if any, are shown in Item 20.)

DATE SIGNATURE OF REVIEWING OFFICIAL

20. COMMENTS: (If necessary, may be continued on reverse side of cover sheet.)

SECRET

SECRET

TRAINING EVALUATION

OPERATIONS

IMPORTANT: The official to whom this report is entrusted is personally responsible for it. He may show it to other members of his staff or to the student concerned if such action is considered necessary and advisable.

This report summarizes the test results. Observations and opinions of the various instructors for the course listed only. More complete data are available in the files of the office of Training (Covert), and may be examined after contacting the Training and Evaluation Officer. Any questions as regards the evaluation of this student should be referred to the Chief, Training and Evaluation, TR(C).

NAME OF STUDENT (LAST)	(FIRST)	(MIDDLE)	AGE	GRADE (GS OR RANK)	DATE OF REPORT
SMITH,	Joseph	B.	32	GS-12	13 November 1953

DIVISION	PROJECTED ASSIGNMENT	COURSE NO.
FP/FE	Senior PP Officer	4

PERFORMANCE RECORD

THE FOLLOWING GRADES SHOW THE ACHIEVEMENT OF THE STUDENT IN THE MAJOR ELEMENTS OF THE COURSE. TWO GRADES ARE ASSIGNED IN EACH AREA. ONE FOR COMPREHENSION AND ONE FOR IMPLEMENTATION. A SPECIFIC DEFINITION OF EACH OF THESE TERMS, AS WELL AS OF THE ADJECTIVAL RATINGS EMPLOYED, IS GIVEN ON THE BACK OF THIS EVALUATION FORM.

MAJOR ELEMENTS	ADJECTIVAL RATINGS									
	FAILURE		POOR		SATISFACTORY		EXCELLENT		SUPERIOR	
	COMP.	IMP.	COMP.	IMP.	COMP.	IMP.	COMP.	IMP.	COMP.	IMP.
1. Organization of Clandestine Operations							X	X		
2. Cover								X	X	
3. Communications								X	X	
4. Target Analysis								X	X	
5. Criteria For Agent Selection								X	X	
6. Agent Recruitment								X	X	
7. Agent Handling									X	X
8. Agent Direction									X	X
9. Assessment and Reassessment								X	X	
10. Special Operational Problems									X	X

TRAIT RECORD

THE FOLLOWING INDICATES THE VARIOUS TRAITS AS OBSERVED BY THE INSTRUCTORS DURING THE TRAINING PERIOD. THE OBSERVATIONS INCLUDE THE STUDENT'S PARTICIPATION AND CONDUCT IN TRAINING AS WELL AS HIS REACTIONS TO VARIOUS PROBLEMS AND SITUATIONS.

A. Constructive Imagination (NOT OBSERVED [ ])

1	2	3	4	5
Devoid of constructive imagination or inventiveness in approach to problems.	Showed only a very limited degree of constructive imagination.	Showed sufficient constructive imagination to meet most school situations adequately.	Demonstrated the possession of creative ability to a greater than average degree	Outstandingly creative, inventive, or original.

B. Astuteness (NOT OBSERVED [ ])

1	2	3	4	5
Appeared gullible and naive.	Exhibited below average skepticism and discernment.	Displayed adequate judgment and perspicacity.	Displayed above average perspicacity and skepticism.	Displayed exceptional shrewdness and perspicacity.

C. Industry (NOT OBSERVED [ ])

1	2	3	4	5
Did not show sufficient application of time and effort.	Applied only the minimum amount of time and effort necessary.	Showed adequate compliance as regards time and effort necessary.	Volunteered greater time and effort than is normally expected in this course.	Was unusually industrious, giving generously of time and effort.

D. Initiative (NOT OBSERVED [ ])

1	2	3	4	5
Consistently failed to act without being specifically instructed to do so.	Generally exhibited a low level of enterprise but occasionally acted on his own.	Normally took steps to implement ideas without external prompting.	Usually displayed enthusiasm and aggressiveness in carrying out projects.	Displayed unusual energy, enthusiasm, and aggressiveness.

1	2	3	4	5

E. Ability to Write (NOT OBSERVED ☐)

1	2	3	4	5
Seemed unable to express thoughts clearly in written	Was weak in expressing thoughts clearly in written	Written work showed no significant weakness.	Good ability to express thoughts effectively in written form.	Was outstanding in ability to express ideas in clear, correct, coherent manner.

F. Facility of oral expression (NOT OBSERVED ☐)

1	2	3	4	5
Unable to express self clearly. Presented ideas in groping and incoherent fashion.	Lacked fluency or ease in his speech, but meaning usually clear.	Displayed reasonable facility in oral expression.	Spoke confidently, conveying ideas clearly and readily.	Outstanding in fluency and clarity of oral expression.

G. Ability to Get Along With Associates. (NOT OBSERVED ☐)

1	2	3	4	5
Frequently alienated his associates.	Failed to win social acceptance but did not actively antagonize others.	Reasonably effective in his social relations.	Displayed definite ability to achieve harmonious relationships with his associates.	Unusually effective in his ability to win acceptance from others.

H. Ability to Influence His Associates (NOT OBSERVED ☐)

1	2	3	4	5
Withdrew from group activities or ... influencing ... and actions of others.	Normally ... reticent ...	Was fairly successful in selling a point or himself.	Was excellent at ... by his own personality and thinking.	Was outstanding in respect and attention through his personality and thinking.

I. Tact (NOT OBSERVED ☐)

1	2	3	4	5
Markedly blunt and indiscreet.	Frequently said or did something which induced an unfavorable reaction.	Reasonably discreet and tactful.	Had good discernment for the appropriate thing to say or do.	Consistently demonstrated keen perception for fitting speech or conduct.

J. Adaptation to Training (NOT OBSERVED ☐)

1	2	3	4	5
Displayed no interest or enthusiasm for training and failed to adapt himself to the demands made upon him.	Accepted training program reluctantly and had difficulty adapting himself to the training requirements.	Displayed average interest in and acceptance of training.	Exhibited an excellent acceptance of training and readily adapted to demands made upon him.	Outstanding in his acceptance of training and display of enthusiasm and interest.

COMMENTS:

Subject was outstanding in his performance and especially so in his ability to adjust to training. He met and exceeded all normal requirements. His superior thinking ability allows him to cover most of the ground on all pertinent points rapidly and it is only through deliberate self-control that he slows down sufficiently to make an easily understandable oral presentation.

His imaginative analytical ability make him a natural for directing clandestine activity. His professorial background would make him very worthwhile for consideration by the Office of Training upon completion of his contemplated tour of duty in the field.

SIGNATURE OF CHIEF INSTRUCTOR

APPROVED

SIGNATURE OF DEPUTY FOR STAFF TRAINING

REVIEWED

SIGNATURE OF CHIEF, TRAINING AND EVALUATION

51-66

SECRET

(OVER)

SECRET

S-E-C-R-E-T
Security Information

SUBJECT: Training Evaluation
Communist Party Operations Course, Advanced Training Division

Student's Name SMITH, Joseph B. Course No. 19

Division and Branch FE-5/PP Grade GS-12 Age 32

The Communist Party Operations Course is a specialized two-weeks' course designed to provide adequate background and understanding of the World Communist Movement, and to increase the effectiveness of staff personnel charged with the planning and conduct of operations against these movements. The emphasis is on essentials, the generally valid aspects of Party policy, tactics, administration, organization, and action.

A combination of lectures, seminars, and written assignments is utilized, and the evaluation is based on the observation of the instructional staff. The supervisor is cautioned that this evaluation should be considered subjective in nature and applies only to the two weeks' period of the course. In those cases where no comment is given for one phase or activity, it does not imply that the student is deficient but only that the instructors do not feel that they have sufficient basis upon which to place a meaningful evaluation.

1. Student Performance in the Classroom:
Mature comprehension of the World Communist Movement and the varied aspects of its theory and practice. A developed feeling for current relationships between "national" Communist Parties' practices and the World Communist Movement; including its organization, strategy, tactics, and operations.

Superior comprehension -- in his area of assignment he was especially effective in his grasp of CP operations and tactics.

2. Willingness to Share Own Experiences or Thinking

Freely expressed ideas when appropriate to the subject.

3. Ease of assimilation in the group - pleasant, cooperative relationship:

Pleasant but reserved.

S-E-C-R-E-T

4. Cooperation with the staff in presenting pertinent suggestions as to future material for the course with the purpose of the improvement of same:

Appreciative of the course; suggested valuable background material for incorporation in certain subjects.

5. Efficient use of study periods and after hours to read materials contained in student folders, including materials assigned for home study with the resulting reflection in class participation:

Used all available time and materials for study during and after class.

6. Class attendance and compliance with training and security regulations:

Punctual and security conscious.

Instructors' over-all comment where appropriate.

Erich J. Vesely
Chief Instructor, CP

Date 22 December 1953

1 December 1952

1. Name: **Joseph Smith** 2. Grade: **GS-11**

3. [illegible]

4. Period [illegible] for rating:

5. [illegible] nature of his assignment:

Time in Grade: 9 months

Education:

Previous Experience:

	Unsatisfactory	Poor	Fair	Good	Very Good	Excellent	Superior	Outstanding
His efficiency in carrying out this assignment								✓
Degree to which he extended himself in fulfilling his assigned duties								✓
His ability to get along with his associates							✓	
His ability to get along with indigenous personnel								N.A.
The conduct of his social and personal life insofar as it affected the performance of his duties							✓	
His ability to carry out his duties in the face of discouragement and frustration								
His political motivation and att[illegible]								✓
His attitude toward career employment by the Agency							✓	
Emotional stability under field conditions								N.A.
Degree to which he shows initiative							✓	
Ability to work without supervision								✓

6. Other Comments: N.A.

[signature]

Signature Immediate Supervisor

I agree with the evaluation of the supervisor except for the following:

[signature]

Chief of Station

14-00000

SECRET

ELECTION, DECLINATION, OR WAIVER OF LIFE INSURANCE COVERAGE
FEDERAL EMPLOYEES GROUP LIFE INSURANCE PROGRAM

IMPORTANT AGENCY INSTRUCTIONS ON BACK OF ORIGINAL

TO COMPLETE THIS FORM—

1 FOLLOW THESE GENERAL INSTRUCTIONS:
- Read the back of the "Duplicate" carefully before you fill in the form.
- Fill in BOTH COPIES of the form. Type or use ink.
- Do not detach any part.

2 FILL IN THE IDENTIFYING INFORMATION BELOW (please print or type):

NAME (last) (first) (middle)	DATE OF BIRTH (month, day, year)	SOCIAL SECURITY NUMBER
SMITH Joseph Burkholder 007894	~~16/6/21~~ Jun. 16 - 1921	714 12 4732
EMPLOYING DEPARTMENT OR AGENCY	LOCATION (City, State, ZIP Code)	

3 MARK AN "X" IN ONE OF THE BOXES BELOW (do NOT mark more than one):

Mark here if you WANT BOTH optional and regular insurance → [ ] (A)

ELECTION OF OPTIONAL (IN ADDITION TO REGULAR) INSURANCE

I elect the $10,000 additional optional insurance and authorize the required deductions from my salary, compensation, or annuity to pay the full cost of the optional insurance. This optional insurance is in addition to my regular insurance.

Mark here if you DO NOT WANT OPTIONAL but do want regular insurance → [X] (B)

DECLINATION OF OPTIONAL (BUT NOT REGULAR) INSURANCE

I decline the $10,000 additional optional insurance. I understand that I cannot elect optional insurance until at least 1 year after the effective date of this declination and unless at the time I apply for it I am under age 50 and present satisfactory medical evidence of insurability. I understand also that my regular insurance is not affected by this declination of additional optional insurance.

Mark here if you WANT NEITHER regular nor optional insurance → [ ] (C)

WAIVER OF LIFE INSURANCE COVERAGE

I desire not to be insured and I waive coverage under the Federal Employees Group Life Insurance Program. I understand that I cannot cancel this waiver and obtain regular insurance until at least 1 year after the effective date of this waiver and unless at the time I apply for insurance I am under age 50 and present satisfactory medical evidence of insurability. I understand also that I cannot now or later have the $10,000 additional optional insurance unless I have the regular insurance.

4 SIGN AND DATE. IF YOU MARKED BOX "A" OR "C", COMPLETE THE "STATISTICAL STUB." THEN RETURN THE ENTIRE FORM TO YOUR EMPLOYING OFFICE.

SIGNATURE (do not print) [signature]

DATE 12/4/68

FOR EMPLOYING OFFICE USE ONLY

(official receiving date stamp)

OFFICE OF PERSONNEL
FEB 20 11 23 AM '68

SECRET

See Table of Effective Dates on back of Original

ORIGINAL COPY—Retain in Official Personnel Folder

STANDARD FORM No. 176-T
JANUARY 1954
(For use only until April 14, 1958)
176-101

CONFIDENTIAL
(When Filled In)

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Handbook 20-4, Employee Conduct, dated 9 July 1970, and the information brochure for PCS returnees, dated May 1964.

Signature — 12 July 71 — Date

Joseph B. Smith

CONFIDENTIAL
(When Filled In)

MEMORANDUM OF UNDERSTANDING

14-00000

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE — FOR HEADQUARTERS USE ONLY

NAME OF EMPLOYEE (use pseudo only if SA)	DATE (from item S-1)	NAME OF SUPERVISOR (true)	DATE (from item S-2)
Joseph B. Smith	21 Oct. 1970	John R. Horton	21 Oct. 1970
DATE RECEIVED AT HEADQUARTERS: 29 Oct. 1970	DISPATCH NUMBER: HMMT -10581	DATE RECEIVED BY CAREER SERVICE:	

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. SERVICE DESIGN	3. YOUR CURRENT POSITION, TITLE AND GRADE	4. STATION OR BASE	5. CRYPT FOR CURRENT COVER
16 June 1921	D	C/CA, Mexico City 14	Mexico City	LNGOLD

6A. DATE OF PCS ARRIVAL IN FIELD	6B. REQUESTED DATE OF DEPARTURE	6C. EXPECTED DATE OF FIRST CHECK-IN AT HQ	6D. DESIRED DATE TO REPORT TO DUTY AFTER LEAVE
21 June 1969			

7. NUMBER AND AGES OF DEPENDENTS WHO WILL TRAVEL WITH YOU:

Three: wife 47, daughter 19, son 11

8. PERSONAL CIRCUMSTANCES THAT SHOULD BE CONSIDERED IN DETERMINING NEXT ASSIGNMENT:

9. LIST YOUR MAJOR DUTIES DURING CURRENT TOUR (see special note on transmittal form). (also attach personal cover questionnaire in accordance with CSI-F 240-4)

Supervise one case officer, one career agent and one secretary in planning and conducting Station CA activities and intelligence collection activities on Mexican government

Support and conduct operations against other priority Station targets

10. TRAINING DESIRED:
INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE DURING THE NEXT SEVERAL YEARS

None

FORM 5-63 202 OBSOLETE PREVIOUS EDITIONS

SECRET

GROUP 1 Excluded from automatic downgrading and declassification

(4)

SECRET

11. PREFERENCE FOR NEXT ASSIGNMENT:

11A. DESCRIBE BRIEFLY THE TYPE OF WORK YOU WOULD PREFER FOR NEXT ASSIGNMENT IF DIFFERENT FROM THAT INDICATED IN ITEM NO. 9 ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICE.

I prefer to continue in my present assignment.

11B. INDICATE IF YOU DESIRE TO EXTEND YOUR CURRENT TOUR BY CHECKING IN APPROPRIATE BOX. ALSO INDICATE PREFERENCE FOR NEXT REGULAR ASSIGNMENT BY INSERTING 1, 2, & 3 (*for 1st, 2nd, and 3rd choice*) IN REMAINING BOXES. COMPLETE ALL ALTERNATE CHOICES AND OPTIONS IN ALL CASES EVEN THOUGH YOU ARE REQUESTING AN EXTENSION OF YOUR TOUR.

[2] EXTEND TOUR 18 months MONTHS AT CURRENT STATION TO Jan 1973 (DATE)

[4] BE ASSIGNED TO HQTRS FOR A TOUR OF DUTY: INDICATE YOUR CHOICE OF DIVISION, STAFF OR OFFICE. 1ST CHOICE WH 2ND CHOICE DO 3RD CHOICE OTR

[3] BE ASSIGNED TO ANOTHER FIELD STATION: INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIALIZATION 1ST CHOICE WH 2ND CHOICE EUR 3RD CHOICE FE

[1] RETURN TO MY CURRENT STATION

TO BE COMPLETED BY FIELD STATION

12. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE AND HIS PREFERENCE FOR NEXT ASSIGNMENT, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Subject's wish to return here for another tour fits our ideas of what would be good for him and the Station. His function in the Station will continue and he performs it very well. Even should there be a readjustment in the amount of case officer time put into his field, there will still be enough--probably more than enough--for him to do. He does it very well. This recommendation would be modified if Subject were given an opportunity for a post which might give him a better chance for promotion, which he would like and which he deserves.

TO BE COMPLETED BY APPROPRIATE HEADQUARTERS OFFICE

13. IN CONSIDERATION OF THE EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF YOUR COMPONENT, INDICATE YOUR COMPONENT'S RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING.

Per HMMS 7052, Mr. Smith has been approved for home leave and return to Mexico City for a second tour of duty.

DATE 23 Nov 70 TITLE C/WH/Personnel SIGNATURE Henry L. Barthold

FOR USE BY CAREER SERVICE

14. APPROVED ASSIGNMENT:

15. EMPLOYEE NOTIFIED BY DISPATCH NO. ______ DATED: ______

CABLE NO. ______ DATED: ______

CAREER SERVICE REPRESENTATIVE: ______ (SIGNATURE) DATE: ______

SECRET

14-00000

SECRET
(When Filled In)

FILE
PUNCHED
BY [illegible]

REPORT OF SERVICE ABROAD

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO.	NAME LAST	FIRST	MIDDLE
1-6	(Print)	7-24	
007899	Smith	Joseph	B.

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 50, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 1 - PCS (Basic), 3 - CORRECTION, 5 - CANCELLATION	CODE 37	O/P USE ONLY 38	39	COUNTRY	CODE 40-42
06	27	69					1			Mexico	450

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 2 - TDY (Basic), 4 - CORRECTION, 6 - CANCELLATION	CODE 37	O/P USE ONLY 38	39	AREA(S)	CODE 40-42

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

	TRAVEL VOUCHER		DISPATCH
✓	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.: IN 37612

DOCUMENT DATE/PERIOD: 23 June 1969

REMARKS

PREPARED BY	REPORT ANNOTATED ON CONTROL DOCUMENT	ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
RCB		
F D & DIVISION, CTSO	DATE 7/2/69	SIGNATURE [illegible]
✓ C & T DIVISION		

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 3-62 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(4-10)

SECRET

4R

Supplement to Staff Employee Personnel

Action for Integration of Joseph B. Smith

Effective 21 May 1969

The purpose of this memorandum is to set forth existing policies of concern to you while integrated and to reiterate certain rights and obligations which derive from your true status as an appointed employee. It is hereby agreed and understood that:

1. As an employee of this organization, at the present grade and salary of GS-14 $19,771.00 per annum, you will accept cover employment with another instrumentality of the Government (hereinafter referred to as "your cover facility") effective as of 21 May 1969. You will, insofar as consistent with your basic responsibility to this organization, abide by all the rules, regulations, practices and policies of your cover facility, in order to appear as a conventional member of that establishment. Your appointment to your cover facility is being effected as a FSR-4/7 at a salary of $17,209.00 per annum. You are prohibited, except as specifically authorized herein, from retaining emoluments paid by your cover facility.

2. It is understood and agreed that the minimum period of your overseas tour of duty is governed by and coincident with the prescribed tour of duty of your cover organization. Currently, your prescribed tour consists of a period of two (2) years from the date of your arrival at your overseas post of duty. Your assignment may be terminated earlier for the convenience of this organization and the length of your tour of duty, as currently specified, may be unilaterally changed by this organization in order to conform with subsequent changes in the prescribed tour of your cover facility. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed the minimum period of service prescribed above from the date of arrival at your overseas post of duty, you will not be entitled to return travel or transportation for yourself or your dependents to the United States at Government expense. If you request termination of your overseas assignment solely for your own convenience, unless it is for circumstances that are considered by this organization to be beyond your control or if you are terminated for cause under the regulations of this organization before you have completed one (1) year of service from the date of your arrival at your overseas post of duty you will be required to reimburse the Government for all of its expenses for your travel and transportation, and that of your dependents, from the continental United States to such overseas post of duty.

3. Travel to your post of duty overseas and your return travel to the United States, as well as travel performed overseas which is consistent with your cover designation, will normally be at the direction of your cover facility. Such travel will be accomplished in conformance with applicable

regulations of your cover facility except when you are directed for operational reasons to perform travel in accordance with the regulations of this organization.

4. Salary and allowances paid by your cover facility shall be retained by you to the extent that they do not exceed the salary and allowance payment due you on the basis of your grade level with this organization. If such cover payments are less than the amount due you, the difference will be paid to you by this organization. If such cover payments exceed the amount due you, the excess amounts will be remitted to this organization at intervals to be designated by the Office of Finance. Computations hereunder will be based on the aggregate gross amounts due and received. That portion of retirement contributions withheld by your cover facility which exceeds the retirement contributions applicable to your organization salary will be deducted from the gross amount of the overpayment. Upon integration, the payroll office of this organization will establish the date on which you would normally receive a regular step increase from your cover facility. Failure to report a grade promotion received from a cover facility does cause errors in processing regular step increases. Regular step increases, incorrectly processed in such manner, should be reported immediately to this organization. To eliminate this problem, any grade promotion received from a cover facility will be reported immediately by you to this organization's payroll office through channels showing both the old and the new rate and the effective date. All salary difference payments and adjustments will be reflected on earnings statements.

5. Your status as an employee of this organization will continue in full force and effect during your period of duty with your cover facility and you will continue to be entitled to all rights, benefits and emoluments of such status. Certain variations in procedure will be required, however, to preserve the security of your cover position.

a. Upon integrating into your cover facility you will continue to be covered by the particular retirement system in which you are a participant as an employee of this organization. Salary received from your cover facility and any salary differences payable by this organization will be subject to appropriate retirement contributions.

b. Appropriate Federal income tax withholdings shall be made from taxable income received from both your cover facility and this organization. Additionally, while serving in the United States, withholdings shall also be made for District of Columbia or State income tax, when applicable. You may claim reimbursement for excess income taxes paid on overt tax returns by reason of taxable income from your cover facility exceeding the taxable income due you as an employee of this organization.

SECRET

c. All annual and sick leave which is accrued to your credit at the time of integration will be transferred to your cover facility. While integrated you will be permitted annual leave, sick leave, home leave, and leave without pay in accordance with the regulations of your cover facility in lieu of the leave benefits of this organization. Upon termination of your integration, your unused annual leave, sick leave, and home leave will be transferred to your credit with this organization and your leave record will be reconstructed as of the beginning of the leave year in which you return to this organization, as explained in the Handbook on Leave for Special Situations. Serving in an integrated capacity does not permit the carryover from one leave year to another of an annual leave balance which exceeds the ceilings authorized by regulations of this organization and the Federal leave law. If security conditions require that your cover facility make a lump-sum payment for accrued annual leave, upon your "resignation" you will be required to pay the gross amount thereof to this organization, including any income taxes withheld by your cover facility in order to receive credit for such annual leave.

6. You will be required to keep forever secret this agreement and all information which you may obtain by reason hereof, unless you are released in writing by this organization from this obligation. Violation of such secrecy may subject you to criminal prosecution under the espionage laws, as amended, and other applicable laws and regulations. The termination of your employment with this organization will not release you from the obligations of any security oath you may be required to take.

UNITED STATES GOVERNMENT

BY [signature]
Personnel Office

ACCEPTED:

[signature]

FORM 1535c OBSOLETE PREVIOUS EDITIONS

SECRET

14-121

14-00000

CONFIDENTIAL
(When filled in)

IMPORTANT

Central Processing Branch has been charged with responsibility for ensuring that all employees processing PCS to the field have reviewed the field version of the Employee Conduct Handbook. You will not be checked out for your proposed travel until you sign the following statement and return it to CPB. Your Personnel Officer can provide you with a copy of the Handbook.

MEMORANDUM OF UNDERSTANDING

I hereby acknowledge that I have read and understand the contents of Field Handbook 20-4, Employee Conduct, dated 29 October 1964.

Joseph B. Smith
Signature
JOSEPH B. SMITH

12 Mar 1969
Date

CONFIDENTIAL

Group 1 - Excluded from automatic downgrading and declassification.

14-00000

SECRET
(When Filled In)

REPORT OF SERVICE ABROAD

FILE PUNCHED BY

TO: Office of Personnel, Transactions and Records Branch, Status Section

SERIAL NO. 1-6	NAME LAST (Print)	FIRST 7-24	MIDDLE
007894	SMITH	Joseph	B.

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR. REFER TO OPI NO. 50, REVISED.

PCS DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 1 - PCS (Basic), 3 - CORRECTION, 5 - CANCELLATION	CODE 37	O/P USE ONLY 38	39	COUNTRY	CODE 40-42

TDY DATES OF SERVICE

ARRIVAL O/S MONTH 25-26	DAY 27-28	YEAR 29-30	DEPARTURE O/S MONTH 31-32	DAY 33-34	YEAR 35-36	TYPE OF DATA: 2 - TDY (Basic), 4 - CORRECTION, 6 - CANCELLATION	CODE 37	O/P USE ONLY 38	39	AREA(S)	CODE 40-42
04	27	69	05	10	69		2			WH(Mex Cty)	811

OFFICE OF PERSONNEL USE ONLY - PUNCH AREA

SOURCE DOCUMENT AND CERTIFICATION

X	TRAVEL VOUCHER WH-538-69		DISPATCH
	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.:

DOCUMENT DATE/PERIOD: 4/27/69 @ 1725 - 5/10/69 @ 2130

REMARKS: No leave

PREPARED BY:
- [ ] CCH
- [X] C.S. DIVISION, ETC.
- [ ] F & P DIVISION

[X] REPORT ANNOTATED ON SOURCE DOCUMENT

DATE: 5/13/69

ABOVE DATA CERTIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED

SIGNATURE: DSV [signature]

THIS REPORT WILL BE FILED IN THE OFFICE OF PERSONNEL IN THE INDIVIDUAL'S OFFICIAL PERSONNEL FOLDER

FORM 3-67 1451a OBSOLETE PREVIOUS EDITIONS

SECRET

(4-10)

14-00000

SECRET

11 MAY 1966

MEMORANDUM FOR: Director of Personnel

SUBJECT: Smith, Joseph [redacted]
Change of Home Leave Address

REFERENCE: HABT-3734, 29 April 1966

It is requested that the home leave address of [redacted] be changed from Harrisburg, Pennsylvania to Cambridge, Massachusetts. [redacted] last remaining relative in Harrisburg died in November 1965, and he has no other connections there. On the other hand his wife has relatives in Cambridge, Massachusetts, and his daughter is attending Wellesley College in Wellesley, Massachusetts and he plans to visit this area on home leave.

Edward F. O'Malley
Robert D. Cushman
C/WH/Personnel

Concur:

Director of Personnel — 12 May 66 (Date)

Attachment:
Reference

SECRET

14-00000

DISPATCH

CLASSIFICATION: SECRET

PROCESSING ACTION: MARKED FOR INDEXING / X NO INDEXING REQUIRED / ONLY QUALIFIED DESK CAN JUDGE INDEXING / MICROFILM

TO: Chief, WH Division

INFO:

FROM: Chief of Station, Buenos Aires

SUBJECT: Change of Home Leave Address of [redacted] (SA)

Smith, Joseph

ACTION REQUIRED - REFERENCES

ACTION REQUIRED: As noted below

It is requested that the home leave address of John W. [redacted] be changed from Harrisburg, Pennsylvania to Cambridge, Massachusetts. [redacted]' last remaining relative in Harrisburg died in November 1965, and he has no other connections there. On the other hand his wife has relatives in Cambridge, Massachusetts, and his daughter is attending Wellesley College in Wellesley, Massachusetts and he plans to visit this area on home leave.

CLIFFORD N. NOYES

Distribution:
O & 2 - Chief, WHD

John W. CATA RICHTER

GROUP I
Excluded from automatic downgrading and declassification

CROSS REFERENCE TO:

DISPATCH SYMBOL AND NUMBER: HAPT-3734

DATE: 20 April 1966

CLASSIFICATION: SECRET

HQS FILE NUMBER:

SECRET

TM-837055

FIELD REASSIGNMENT QUESTIONNAIRE

DO NOT COMPLETE — DO NOT COMPLETE FOR HEADQUARTERS USE ONLY [illegible handwriting]

AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW:

NAME OF EMPLOYEE (true)	DATE (from item 5.1)	NAME OF SUPERVISOR (true)	DATE (from item 5.2)
[redacted]	27 Dec. 65	Michael Tanes	28 Dec. 1965

NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7, BELOW: [illegible signature] 28 March 1966

DATE

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. GRADE	3. CURRENT POSITION TITLE AND GRADE	7A. DATE OF PCS ARRIVAL IN FIELD ON THIS TOUR
16/6/21	14	Operations Officer	29/8/64

4. SERVICE DESIGNATION (if known)	5. CURRENT STATION OR FIELD BASE	7B. EXPECTED DATE OF DEPARTURE FROM FIELD
D	Buenos Aires	[illegible]

6. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR	7C. EXPECTED DATE OF ARRIVAL AT HEADQUARTERS PCS
None	29/10/66

8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (see special note on Transmittal Form):

a. Case officer for a large-scale liaison activity in the CA field.

b. Station functional officer for media activity.

c. Station functional officer for university and university student field.

d. Supervises staff agent concerned with university target.

e. Case officer for two unilateral media operations.

f. Case officer for a political action research project.

9. PREFERENCE FOR NEXT ASSIGNMENT:

A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 8, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.

I list the choices in Question 9 because of the limited opportunity for achievement in operations [illegible] I have abilities that can be used to better [illegible] of the Agency in other fields. I have five years college teaching experience, which would be of use to OIR; I have maintained high level political and business contacts which experience should be useful to DDI; my educational background and operational area experience should help qualify me for DDI.

B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):

FORM 3-59 202 OBSOLETE PREVIOUS EDITIONS.

SECRET

(4)

SECRET

9. PREFERENCE FOR NEXT ASSIGNMENT *(continued)*

C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 *(For 1st, 2nd and 3rd choice)* IN THE BOXES BELOW:

☐ RETURN TO MY CURRENT STATION

☐ BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY. WITH RESPECT TO POSSIBLE ASSIGNMENT IN HEADQUARTERS, INDICATE CHOICE OF COMPONENT:

1ST. CHOICE OTR 2ND. CHOICE [illegible] 3RD. CHOICE [illegible]

☐ BE ASSIGNED TO ANOTHER FIELD STATION. WITH RESPECT TO POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION, INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIFIC STATION, BASED ON QUALIFICATIONS:

1ST. CHOICE ______ 2ND. CHOICE ______ 3RD. CHOICE ______

10. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS?

INDICATE NUMBER OF WORK DAYS 30

11. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU:

wife and two children; ages: 42, 13, 6

11a. INDICATE ANY CHANGE IN YOUR PERSONAL OR FAMILY SITUATION WHICH SHOULD BE CONSIDERED IN DETERMINING YOUR NEXT ASSIGNMENT

Desire to be in the United States for the senior year and graduation from college of my older daughter.

12. SIGNATURE: COMPLETE ITEM NO. 5-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM.

TO BE COMPLETED BY SUPERVISOR AT FIELD STATION

13. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

The Station concurs in Subject's request for his next assignment. Based on the capabilities that he has demonstrated during his present tour of duty, we have every reason to believe that he will perform in a professional and highly competent manner in either one of the three areas that he has selected. If Subject is considered for another field assignment, it is strongly recommended that he be afforded official cover status.

14. SIGNATURE: COMPLETE ITEM NO. 5-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM.

TO BE COMPLETED BY APPROPRIATE CAREER SERVICE OFFICER OR PERSONNEL OFFICER AT HEADQUARTERS

15. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE COMPONENT TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING:

The WH Division Personnel meeting of 24 February 1966 concurred with the Subject's request for assignment to OTR.

[signature]
Robert D. Cashman
C/WH/Personnel

16. NAME OF CAREER SERVICE OFFICER OR PERSONNEL OFFICER DATE	SIGNATURE

FOR USE OF CAREER SERVICE

17. EMPLOYEE ☐ HAS ☐ HAS NOT BEEN NOTIFIED OF PLANNED REASSIGNMENT	18. REFERENCE DISPATCH NO. ______ CABLE NO. ______
19. TYPED OR PRINTED NAME	20. SIGNATURE
21. TITLE	22. DATE

23. COMMENTS WH + OSRS jointly will [illegible] to authorize [illegible] for assignment to OTR. [illegible] will [illegible] at E.O.D.

SECRET

14-00000

SECRET

05093 C

1967

MEMORANDUM FOR: Director of Training

SUBJECT: Appreciation: Joseph Smith

1. With your approval Mr. Joseph Smith, of OTR participated as a member of the Survey Team which during January - March 1967 reviewed the effectiveness of the Propaganda Group of the CA Staff. This involved 30 full Team meetings, interviews with 57 CS officers, various specific inquiries, and numerous drafting sessions.

2. Throughout, Mr. Smith participated in a most effective professional manner bringing to bear his extensive background in the Clandestine Services. His direct and objective approach to the problems considered in the course of the survey made his contribution to the overall Team effort invaluable. The Team report, which I am still in process of discussing within the Staff will be of considerable value not only to this Staff in our future planning but also, I feel, to the future posture of the covert propaganda mission of the Clandestine Services; thus I heartily commend Mr. Smith for his effective participation with the Survey Team in this effort.

3. I would appreciate your conveying my thanks to Mr. Smith.

Cord Meyer, Jr.
Cord Meyer, Jr.
Chief
Covert Action Staff

SECRET

FIELD REASSIGNMENT QUESTIONNAIRE

Smith, Oscar

DO NOT COMPLETE — FOR HEADQUARTERS USE ONLY — DO NOT COMPLETE

AUTHENTICATION OF SIGNATURES AND VERIFICATION OF ITEMS 1 THROUGH 7, BELOW:

NAME OF EMPLOYEE (TRUE) Pseudo	DATE (from item 5-1)	NAME OF SUPERVISOR (true)	DATE (from item 5-2)
[redacted]	20 Sep 63	Frederick Larkin	20 Sep 63
NAME AND SIGNATURE OF OFFICIAL AT HEADQUARTERS AUTHORIZED TO AUTHENTICATE SIGNATURES AND VERIFY DATA IN ITEMS NOS. 1 THROUGH 7, BELOW:		William S. Kenehan	DATE: 25 Sep 63

TO BE COMPLETED BY EMPLOYEE

1. DATE OF BIRTH	2. GRADE	3. CURRENT POSITION TITLE AND GRADE	7A. DATE OF PCS ARRIVAL IN FIELD ON THIS TOUR
16 June 1921	GS-14	Operations Officer, GS-12	5 June 1962

4. SERVICE DESIGNATION (if known)	5. CURRENT STATION OR FIELD BASE	7B. EXPECTED DATE OF DEPARTURE FROM FIELD
D	Buenos Aires	5 June 1964

6. OTHER DUTY STATIONS OR FIELD BASES DURING CURRENT TOUR	7C. EXPECTED DATE OF ARRIVAL AT HEADQUARTERS PCS
None	None

8. WRITE A DESCRIPTION OF YOUR MAJOR DUTIES DURING THE CURRENT TOUR OF DUTY (see special note on Transmittal Form):

a. Case officer for large-scale KUWOLF liaison project with local services.
b. Supervisor of two staff agents conducting KUWOLF activities.
c. Case officer for two unilateral KUWOLF projects.
d. Station functional officer for projects in student field.

9. PREFERENCE FOR NEXT ASSIGNMENT:

A. WRITE A BRIEF DESCRIPTION OF THE TYPE OF WORK YOU WOULD PREFER FOR YOUR NEXT ASSIGNMENT IF IT DIFFERS FROM THAT INDICATED IN ITEM NO. 8, ABOVE. IF YOU HAVE MORE THAN ONE PREFERENCE, INDICATE YOUR CHOICES.

If not reassigned to present post, I would prefer to work in the political action field as a unilateral case officer with staff agent status. I believe my past experience and performance qualifies me for this type of assignment and I know that I find this type of work stimulating and challenging. Most preferred would be an assignment combining KUTUBE and KUWOLF responsibilities.

B. INDICATE WHAT TRAINING YOU BELIEVE YOU SHOULD HAVE IN ORDER TO INCREASE YOUR VALUE TO THE ORGANIZATION (refer to catalog of courses, if available):

None, if reassigned to present post.

9. PREFERENCE FOR NEXT ASSIGNMENT (continued)

C. INDICATE YOUR PREFERENCE FOR NEXT ASSIGNMENT BY INSERTING NUMBERS 1, 2 AND 3 (for 1st, 2nd, and 3rd choice) IN THE BOXES BELOW:

[1] RETURN TO MY CURRENT STATION

[3] BE ASSIGNED TO HEADQUARTERS FOR A TOUR OF DUTY. WITH RESPECT TO POSSIBLE ASSIGNMENT IN HEADQUARTERS, INDICATE CHOICE OF COMPONENT:
1ST. CHOICE Domestic Ops 2ND. CHOICE Division Desk 3RD. CHOICE Division Staff

[2] BE ASSIGNED TO ANOTHER FIELD STATION. WITH RESPECT TO POSSIBLE REASSIGNMENT TO ANOTHER FIELD STATION, INDICATE CHOICE OF GEOGRAPHIC AREA OR SPECIFIC STATION, BASED ON QUALIFICATIONS:
1ST. CHOICE Mexico City 2ND. CHOICE Guatemala 3RD. CHOICE Lima

10. HOW MUCH LEAVE DO YOU DESIRE BETWEEN ASSIGNMENTS?
INDICATE NUMBER OF WORK DAYS 30

11. INDICATE THE NUMBER AND AGE OF DEPENDENTS WHO WILL BE TRAVELLING OR MOVING WITH YOU:

3: aged 40, 11, and 3 years

11A. INDICATE ANY CHANGE IN YOUR PERSONAL OR FAMILY SITUATION WHICH SHOULD BE CONSIDERED IN DETERMINING YOUR NEXT ASSIGNMENT

Eldest daughter attending college in the United States.

12. SIGNATURE: COMPLETE ITEM NO. S-1, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF ABOVE PORTION OF THIS FORM.

TO BE COMPLETED BY SUPERVISOR AT FIELD STATION

13. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE STATION, INDICATE YOUR RECOMMENDATION FOR HIS NEXT ASSIGNMENT AND TRAINING:

Supervisor and Chief of Station concur with the employee's expressed desires. While assigned to this Station this employee has made an important contribution to the Station's KUWOLF program which doubtless will continue to be the case should he be reassigned to this Station.

14. SIGNATURE: COMPLETE ITEM NO. S-2, TRANSMITTAL SHEET, TO INDICATE COMPLETION OF THIS PORTION OF THE FORM.

TO BE COMPLETED BY APPROPRIATE CAREER SERVICE OFFICER OR PERSONNEL OFFICER AT HEADQUARTERS

15. IN CONSIDERATION OF THE PAST EXPERIENCE AND PERFORMANCE OF THE EMPLOYEE, HIS EXPRESSED PREFERENCE FOR NEXT ASSIGNMENT, AND THE STAFFING REQUIREMENTS OF THE COMPONENT TO WHICH HE IS CURRENTLY ASSIGNED, INDICATE YOUR RECOMMENDATIONS FOR HIS NEXT ASSIGNMENT AND TRAINING:

Recommend return to Station for second tour of duty.

16. NAME OF CAREER SERVICE OFFICER OR PERSONNEL OFFICER DATE	SIGNATURE [signature] Robert D. Cashman

FOR USE OF CAREER SERVICE

17. EMPLOYEE [ ] HAS [ ] HAS NOT BEEN NOTIFIED OF PLANNED REASSIGNMENT	18. REFERENCE DISPATCH NO. [illegible] CABLE NO.
19. TYPED OR PRINTED NAME	20. SIGNATURE
21. TITLE	22. DATE [illegible]

23. COMMENTS

[illegible] Tour.

SECRET
(When Filled In)

NAME OF EMPLOYEE (Last-First-Middle)	NAME AND RELATIONSHIP OF DEPENDENT*	CLAIM NUMBER
[redacted]	[illegible]	[illegible]

Smith, Joseph

There is on file in the Benefits and Counselling Branch, Benefits and Services Division, Office of Personnel, an Official Disability Claim File on the above named employee (or his dependent*) for an illness, injury, or death incurred on [illegible]. [illegible]

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE	SIGNATURE OF BCB REPRESENTATIVE
[illegible]	[illegible]

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

FORM 10-59 1076 USE PREVIOUS EDITIONS.

SECRET

Supplement to Staff Agent Personnel Action

For [redacted], Effective 27 MAY 1962

Smith, Joseph

Mr. [redacted]

Dear Mr. [redacted],

In view of your contemplated cover assignment, you have been designated a Staff Agent. The purpose of this Supplement is to call your attention to existing policies which are particularly material to you while you are so designated and to set forth certain rights and obligations incident to your status as an appointed employee.

1. Payroll Administration. As indicated in your Staff Agent Personnel Action, your present salary and grade are $ 11,675.00 and GS-13 5, respectively, and you are entitled to receive the salary, allowances and other benefits applicable thereto, however, certain procedural variations will be followed to preserve the security of your cover position.

(a) The gross emoluments that you receive from your cover activities will be retained by you as an offset against the gross emoluments due you from this organization. If, except as provided in paragraph 4 below, your cover emoluments ever exceed those due you as a Staff Agent, the overage is to be remitted to this organization on a monthly basis, unless a different period is specified.

(b) Your Federal income taxes will be withheld and reported in conformance with HR 20-33 or any subsequent regulations or procedures promulgated by this organization. For your information, this organization shall withhold from the gross payments due you Federal income taxes in an amount which, when added to the income taxes withheld by your cover facility, will equal the tax withholdings normally made from your gross taxable compensation with this organization. If there is no differential or if it is insufficient, you will be required to make tax remittances in conformance with HR 20-661-1. Also, that issuance together with R 30-720 covers the procedures to be followed in order to receive reimbursement for foreign income taxes imposed upon you.

(c) This organization will deduct from the gross payments due you an amount equivalent to six and one half per cent (6 1/2%) of your gross salary for contribution to the Civil Service Retirement Fund. This amount will be deducted from the differential due you by this organization. If there is no differential or if it is insufficient, you will be required to make direct remittances to this organization in satisfaction of the required contributions.

(d) If permanent quarters are not furnished, your quarters allowance will be granted at the maximum rate established for your post of assignment, family status and grade. No accounting for this allowance will be required.

[illegible] position requires that you make contribution to the Social Security Fund, such contribution will be at your expense. However, involuntary contributions for cover facility programs, such as insurance and retirement, may be considered items of expense to this organization, and in

[illegible] any money you receive as a result of your participation in such [illegible] [illegible] or [illegible] this organization. Whether participation in a particular [illegible] is [illegible] or [illegible] to compulsory will be determined by this organization.

2. Non-Official Cover Premium Pay. You are hereby authorized Non-Official Cover Premium Pay [illegible] in accordance with applicable organizational [illegible]. For your information, currently this premium pay is ten per cent of your base salary [illegible] and [illegible] the [illegible] of an [illegible] [illegible] that period of time you are assigned under such [illegible].

3. Equalization Allowance. You are hereby authorized an equalization allowance in accordance with applicable organization regulations.

4. Travel Expenses. You will be entitled to travel, transportation and storage in conformance with the regulations of this organization. HR 20-[illegible] provides that travel expenses of integrated personnel will be allowed in accordance with the regulations of their cover organizations or HR 22, whichever allows the greater amount.

5. Travel Penalties. You herein agree that your assignment abroad will be for a minimum of **two years** from the date of your arrival at your permanent post of duty, unless such assignment shall be sooner terminated by the Government for its convenience. Your violation of such agreement may result in regulatory travel penalties. HR 22-6 provides that if the agreement is violated during the first year of duty abroad, expenditures for travel and transportation to the post, including per diem while at headquarters and storage of effects, shall be reimbursed by the employee. If the agreement is violated after the first year of duty, but before the completion of the minimum tour agreed to above, return travel at Government expense shall not be allowed.

Smith, Joseph

AGREE[redacted]

6. Secrecy. You will be required to keep for[redacted] [illegible] ment and all information which you may obtain by reason hereof (unless released in writing by the Government from such obligation), with full knowledge that violation of such secrecy may subject you to criminal prosecution under the Espionage Laws (dated 25 June 1948, as amended, and other applicable laws and regulations.

UNITED STATES GOVERNMENT

BY Alan H. Lutsky [illegible]
Personnel Officer

JUC

S E C R E T

5K.

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:
Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE (LAST / FIRST / MIDDLE)	OFFICE/COMPONENT
~~36455~~ ~~119296~~ 807894	(Print) 7-24 Smith, Joseph [redacted] (R)	25-26 64

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COL TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING 1. NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE 27	ARRIVAL MONTH 28-29	ARRIVAL DAY 30-31	ARRIVAL YEAR 32-33	DEPARTURE MONTH 34-35	DEPARTURE DAY 36-37	DEPARTURE YEAR 38-39	COUNTRY	OMIT 40-42
1. PCS (Basic) 3. CORRECTION 5. CANCELLATION	01	06	05	62				ARGINTINA	040

TDY DATES OF SERVICE

TYPE OF DATA	CODE 27	DEPARTURE MONTH 28-29	DEPARTURE DAY 30-31	DEPARTURE YEAR 32-33	RETURN MONTH 34-35	RETURN DAY 36-37	RETURN YEAR 38-39	AREA(S)	OMIT 40-42
2. TDY (Basic) 4. CORRECTION 6. CANCELLATION									

SOURCE OF RECORD DOCUMENT

	TRAVEL VOUCHER	X	DISPATCH
\	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.: HABT-1787

DOCUMENT DATE/PERIOD: 8 June 1962

REMARKS

PREPARED BY	X REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION	DATE 6/20/62	SIGNATURE [signature] for J. H. Hudson
X FINANCE DIVISION		

FORM 9-58 1151a OBSOLETE PREVIOUS EDITIONS.

SECRET

(4-10)

CONTRACT INFORMATION AND CHECK LIST

Lew Napoli

TELEPHONE EXTENSION 6556

DATE

INSTRUCTIONS: (See … and … for guidance. Complete all items, inserting "NA" when items are not applicable. Forward original and two copies for preparation of contract)

SECTION I — GENERAL

1. NAME [X] PSEUDO [ ] TRUE
Smith, Frank
[redacted] JW

2A. PROJECT

2B. PERMANENT STATION
NA Buenos Aires JW

3. ALLOTMENT NO.

3A. FUNDS [X] …

4. SLOT NO.
BAF-848

5. PREVIOUS CIA PSEUDONYM OR ALIASES
Raphael E. NYHAOSN
Arthur H. TOOHILL

6. INDIVIDUAL HAS BEEN ENGAGED BY CIA OR ITS ALLIED ACTIVITIES IN SOME CAPACITY PRIOR TO THIS CONTRACT. [X] YES [ ] NO (If yes, describe and include dates and salary.)
Staff Employee - 9 September 1951 to date

7. SECURITY CLEARANCE (Type and date)
Staff Employee

7A. MEDICAL CLEARANCE
[X] OBTAINED [ ] INITIATED [ ] NOT REQ'D.

8. CONTRACT IS TO BE WRITTEN IN STERILE FORM I.E., "U.S. GOVERNMENT" [ ] NA [ ] NO

9. INDIVIDUAL WILL WORK UNDER "CONTROLLED CONDITIONS" I.E., REGULAR OFFICE HOURS AWAY FROM SUBJECT'S HOME AND PERFORMED UNDER THE SUPERVISION OF A STAFF EMPLOYEE OR STAFF AGENT [X] YES [ ] NO

10. PROPOSED CATEGORY (Contract agent, contract employee, etc.)
Staff Agent

SECTION II — PERSONAL DATA

11. CITIZENSHIP
U. S.

12. IF NOT U.S. CITIZEN, INDIVIDUAL IS A PERMANENT RESIDENT ALIEN [ ] YES [ ] NO

13. AGE
40

14. DATE OF BIRTH (Month, day, year)
16 June 1921

15. LEGAL RESIDENCE (City and state or country)
Harrisburg, Pennsylvania, U.S.

16. CURRENT RESIDENCE (City and state or country)
Arlington, Virginia

17. MARITAL STATUS (Check as appropriate)
[ ] SINGLE [X] MARRIED [ ] WIDOWED [ ] ANNULLED [ ] SEPARATED [ ] DIVORCED

18. NUMBER OF DEPENDENTS (Not including individual) RELATIONSHIP AND AGE:
Joanne Hoffman - Wife - 38
Ruthuen - Daughter - 16
Julie E. - Daughter - 9
Andrew C.- Son - 1½

19. INDIVIDUAL IS RELATED TO A STAFF EMPLOYEE, STAFF AGENT OR AN INDIVIDUAL CURRENTLY WORKING FOR THE AGENCY IN SOME CAPACITY [ ] YES [X] NO
RELATIONSHIP:

SECTION III — U.S. MILITARY STATUS

20. RESERVE
No

21. VETERAN
Yes

22. IF RETIRED, INDICATE CATEGORY (Longevity, combat disability, service disability non-combat)

23. BRANCH OF SERVICE
Army

24. RANK OR GRADE
Corporal

25. DRAFT ELIGIBLE [ ] YES [X] NO

26. DRAFT DEFERMENT OBTAINED BY CIA [ ] YES [X] NO

SECTION IV — COMPENSATION

27. BASIC SALARY
11,650

28. POST DIFFERENTIAL

29. COVER (Breakdown, if any)
NA

30. FEDERAL TAX WITHHOLDING

COVER		CIA	
	YES	X	YES
	NO		NO

SECTION V — ALLOWANCES (NORMALLY GRANTED ONLY TO RESIDENTS OF THE UNITED STATES)

31. QUARTERS
3,500

32. POST

33. OTHER
Equalization $915 and 10% Staff Agent Premium pay JW

34. COVER (Breakdown, if any)

SECTION VI — TRAVEL

35. TYPES
[X] PCS [ ] DOMESTIC OPERATIONAL [X] FOREIGN OPERATIONAL

36. WITH DEPENDENTS [X] YES [ ] NO

37. HHE TO BE SHIPPED [X] YES [ ] NO

37A. HHE TO BE STORED [ ] YES [X] NO

38. PERSONAL VEHICLE TO BE SHIPPED [ ] YES [X] NO

39. TRANSPORTED VEHICLE TO BE USED FOR OPERATIONAL TRAVEL [ ] YES [X] NO

40. IF WITH DEPENDENTS STATE RELATIONSHIP, CITIZENSHIP, AGE AND DATE OF BIRTH

See 18 above.

41. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH
[X] CIA REGULATIONS [ ] COVER POLICIES AND PROCEDURES

SECTION VII — OPERATIONAL EXPENSES

42. PURCHASE OF INFORMATION

43. ENTERTAINMENT

44. OTHER

45. PAYMENT AND ACCOUNTABILITY WILL BE IN CONFORMANCE WITH
[X] CIA REGULATIONS [ ] COVER POLICIES AND PROCEDURES

CONTRACT INFORMATION AND CHECK LIST (CONTINUED)

CASE OFFICER	DIVISION
TELEPHONE EXTENSION	DATE

NOTE: SEE INSTRUCTIONS ON FIRST SHEET.

SECTION VIII — OTHER BENEFITS

46. BENEFITS (See R 20-615, R 20-620, R 20-670, R 20-1000, and HR 20-620-1, HR 20-1000-1 and/or successor regulations for benefits applicable to various categories of contract personnel.)

All benefits and allowances of a staff employee.

SECTION IX — COVER ACTIVITY

47. STATUS (Check): [ ] PROPOSED [X] ESTABLISHED

48. TYPE (Check): [ ] PROPRIETARY [ ] SUBSIDIZED [ ] CULTURAL [ ] EDUCATIONAL [ ] COMMERCIAL [ ] MILITARY [ ] TOURIST [ ] OTHER

49. IF COVER PAYMENTS ARE CONTEMPLATED, THEY WILL BE EFFECTED ON REIMBURSABLE BASIS: [ ] YES [X] NO [ ] COMPLETE [ ] PARTIAL

SECTION X — OFFSET OF INCOME

50. OFFSET OF INCOME AND OTHER EMOLUMENTS DERIVED FROM COVER ACTIVITIES (If less than total, justify in separate memo attached hereto.) [ ] TOTAL [ ] PARTIAL [X] NONE

SECTION XI — TERM

51. DURATION: DAYS — MONTHS — YEARS 2

52. EFFECTIVE DATE: June 1962

53. RENEWABLE: [X] YES [ ] NO

54. TERMINATION NOTICE (Number of days): NA

55. FORFEITURE OF RETURN TRAVEL FOR RESIGNATION PRIOR TO CONTRACT TERMINATION: NA [ ] YES [ ] NO

SECTION XII — FUNCTION

56. PRIMARY FUNCTION (CI, FI, PP, other): PP

SECTION XIII — DUTIES

57. GENERAL DESCRIPTION OF DUTIES TO BE PERFORMED

Liaison with host government service.

SECTION XIV — QUALIFICATIONS

58. EXPERIENCE

See personnel file.

59. EDUCATION (Check Highest Level Attained): [ ] GRADE SCHOOL [ ] HIGH SCHOOL GRADUATE [ ] TRADE SCHOOL GRADUATE [ ] BUSINESS SCHOOL GRADUATE [ ] COMMERCIAL SCHOOL GRADUATE [ ] COLLEGE (No degree) [X] COLLEGE DEGREE [X] POST GRADUATE [X] MA [ ] PHD

60. LANGUAGE COMPETENCY (Check Appropriate Degree Competency)

LANGUAGE	SPEAK: FLUENT	SPEAK: AVERAGE	SPEAK: POOR	WRITE: FLUENT	WRITE: AVERAGE	WRITE: POOR	READ: FLUENT	READ: AVERAGE	READ: POOR
Spanish		X			X			X	
Japanese			X			X			X
German			X			X			X
Malay			X			X			X

61. INDIVIDUAL'S COUNTRY OF ORIGIN: U.S.A.

62. AREA KNOWLEDGE

Graduate study, History & Politics (2 courses). CA Staff WH Liaison (15 mos). Chief, Venezuela Desk (6 mos.)

SECTION XV — EMPLOYMENT PRIOR TO CIA

63. GIVE INCLUSIVE DATES, POSITION TITLE OR TYPE WORK, SALARY AND REASON FOR LEAVING

See personnel file.

SECTION XVI — ADDITIONAL INFORMATION

64. ADDITIONAL OR UNUSUAL REQUIREMENTS, JUSTIFICATIONS OR EXPLANATIONS (Use other side if necessary)

[ ] [illegible]

APPROVAL

DATE	TYPED NAME & SIGNATURE OF APPROVING OFFICIAL	DATE	TYPED NAME & SIGNATURE OF CONTRACT APPROVING OFFICER
	Gerard Droller C/WH/?		Paul F. Arneson C/CI/SS

SECRET
(When Filled In)

PERIODIC SUPPLEMENT
PERSONAL HISTORY STATEMENT

THIS DATE

INSTRUCTIONS

This form provides the means whereby your official personnel records will be kept current. Even though it duplicates information you have furnished previously, it will be necessary for you to complete Sections I through VI in their entirety. You need complete Sections VII through XII only if there has been a change since you entered on duty with the organization or if you believe the item requires more complete coverage than you have previously reported.

SECTION I — GENERAL

1. FULL NAME (Last-First-Middle): SMITH JOSEPH BURKHOLDER

2. CURRENT ADDRESS (No., Street, City, Zone, State): 4813 N. 7th St Arlington 3, Va

3. PERMANENT ADDRESS (No., Street, City, Zone, State): Same as 2

4. HOME TELEPHONE NUMBER: [illegible]

5. STATE, TERRITORY, POSSESSION OR COUNTRY IN WHICH YOU NOW CLAIM RESIDENCE: [illegible]

SECTION II — PERSON TO BE NOTIFIED IN CASE OF EMERGENCY

1. NAME (Last-First-Middle) PREFERABLY RESIDING IN U.S.: Smith [illegible]

2. RELATIONSHIP: [illegible]

3. HOME ADDRESS (No., Street, City, Zone, State, Country): Same as 2 above

4. BUSINESS ADDRESS (No., Street, City, Zone, State, Country) - INDICATE NAME OF FIRM OR EMPLOYER - IF APPLICABLE: NA

5. HOME TELEPHONE NUMBER: None at present

6. BUSINESS TELEPHONE NUMBER: NA

7. BUSINESS TELEPHONE EXTENSION: NA

8. IN CASE OF EMERGENCY, OTHER CLOSE RELATIVES (Spouse, Mother, Father) MAY ALSO BE NOTIFIED. IF SUCH NOTIFICATION IS NOT DESIRABLE BECAUSE OF HEALTH OR OTHER REASONS, PLEASE SO STATE.
No other close relatives

SECTION III — MARITAL STATUS

1. CHECK (X) ONE: [ ] SINGLE [X] MARRIED [ ] WIDOWED [ ] SEPARATED [ ] DIVORCED [ ] ANNULLED

2. FURNISH DATE, PLACE AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS: NA

SPOUSE. If you have been married more than once, including annulments, use a separate sheet for former wife or husband giving this data for all previous marriages. If marriage is contemplated, provide same data for fiance.

3. NAME (First) (Middle) (Maiden) (Last): [illegible] Smith

4. DATE OF MARRIAGE: [illegible]

5. PLACE OF MARRIAGE (City, State, Country): [illegible] USA

6. ADDRESS OF SPOUSE BEFORE MARRIAGE (No., Street, City, State, Country): [illegible]

7. LIVING: [X] YES [ ] NO

8. DATE OF DEATH:

9. CAUSE OF DEATH:

10. CURRENT ADDRESS (Give last address, if deceased): Same as 2 above

11. DATE OF BIRTH: [illegible]

12. PLACE OF BIRTH (City, State, Country): [illegible] USA

13. IF BORN OUTSIDE U.S., DATE OF ENTRY: NA

14. PLACE OF ENTRY: NA

15. CITIZENSHIP (Country): [illegible]

16. DATE ACQUIRED: NA

17. WHERE ACQUIRED (City, State, Country): NA

18. OCCUPATION: Housewife

19. PRESENT EMPLOYER (Also give former employer, or if spouse is deceased or unemployed, last two employers):

20. EMPLOYER'S OR BUSINESS ADDRESS (No., Street, City, State, Country): NA

SECTION III CONTINUED TO PAGE 2

FORM 444b USE PREVIOUS EDITIONS 10-57

SECRET

(4)

SECRET
(When Filled In)

SECTION III CONTINUED FROM PAGE 1

21. DATES OF MILITARY SERVICE OF SPOUSE (From- and To-) BY MONTH AND YEAR
March 1945 — Feb 1946

22. BRANCH OF SERVICE
Army and Air Force

23. COUNTRY WITH WHICH MILITARY SERVICE AFFILIATED
U.S.

24. DETAILS OF OTHER GOVERNMENT SERVICE, U.S. OR FOREIGN
None

SECTION IV RELATIVES BY BLOOD, MARRIAGE OR ADOPTION LIVING ABROAD OR WHO ARE NOT U.S. CITIZENS

	1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
1	NA		

	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT

	1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
2			

	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT

	1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
3			

	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT

	1. FULL NAME (Last-First-Middle)	2. RELATIONSHIP	3. AGE
4			

	4. ADDRESS OR COUNTRY IN WHICH RELATIVE RESIDES		
	5. CITIZENSHIP (Country)	6. FREQUENCY OF CONTACT	7. DATE OF LAST CONTACT

5. SPECIAL REMARKS, IF ANY, CONCERNING THESE RELATIVES

SECTION V FINANCIAL STATUS

1. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY? [✓] YES [ ] NO

2. DO YOU HAVE ANY FINANCIAL INTEREST IN, OR OFFICIAL CONNECTION WITH, NON-U.S. CORPORATIONS OR BUSINESSES OR IN OR WITH U.S. CORPORATIONS OR BUSINESSES HAVING SUBSTANTIAL FOREIGN INTERESTS? [ ] YES [✓] NO. IF YOU HAVE ANSWERED "YES," GIVE COMPLETE DETAILS ON A SEPARATE SHEET AND ATTACH IN A SEALED ENVELOPE.

3. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT, PENSION, OR COMPENSATION FOR MILITARY OR NAVAL SERVICE? [ ] YES [✓] NO

4. IF YOU HAVE ANSWERED "YES" TO QUESTION 3 ABOVE, GIVE COMPLETE DETAILS.
NA

5. WITHOUT REFERENCE TO YOUR SALARY, STATE OTHER SOURCES OF RECURRENT INCOME NOT INDICATED BY PRECEDING ITEMS.
NA

SECTION V CONTINUED TO PAGE 3

SECRET

14-00000

SECRET
(When Filled In)

SECTION V CONTINUED FROM PAGE 2

6. BANKING INSTITUTIONS WITH WHICH YOU HAVE ACCOUNTS

NAME OF INSTITUTION	ADDRESS (City, State, Country)
Shirlington Trust Co.	Arlington VA
First National Bank of Arlington	Arlington VA

7. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? [ ] YES [X] NO

8. IF YOU HAVE ANSWERED "YES" TO QUESTION 7 ABOVE, GIVE PARTICULARS, INCLUDING COURT AND DATE(S)

N/A

SECTION VI — CITIZENSHIP

1. COUNTRY OF CURRENT CITIZENSHIP: US

2. CITIZENSHIP ACQUIRED BY - CHECK (X) ONE: [X] BIRTH [ ] MARRIAGE [ ] OTHER (Specify):

3. HAVE YOU TAKEN STEPS TO CHANGE YOUR PRESENT CITIZENSHIP? [ ] YES [X] NO

4. GIVE PARTICULARS

5. IF YOU HAVE APPLIED FOR U.S. CITIZENSHIP, INDICATE PRESENT STATUS OF YOUR APPLICATION (First papers, etc.)

N/A

SECTION VII — EDUCATION

1. CHECK (X) HIGHEST LEVEL OF EDUCATION ATTAINED

[ ]	LESS THAN HIGH SCHOOL GRADUATE	[ ]	OVER TWO YEARS OF COLLEGE - NO DEGREE
[ ]	HIGH SCHOOL GRADUATE	[ ]	BACHELOR'S DEGREE
[ ]	TRADE, BUSINESS, OR COMMERCIAL SCHOOL GRADUATE	[X]	GRADUATE STUDY LEADING TO HIGHER DEGREE
[ ]	TWO YEARS COLLEGE OR LESS	[X]	MASTER'S DEGREE [ ] DOCTOR'S DEGREE

2. COLLEGE OR UNIVERSITY STUDY

NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT MAJOR	SUBJECT MINOR	DATES ATTENDED FROM	DATES ATTENDED TO	DEGREE REC'D	DATE REC'D	SEM/QTR HRS. COMPLETED (Specify)
Harvard, Cambridge, Mass	Hist Govt	EC	1940	1942	AB	1942	?
Pennsylvania, Phila. PA	Hist	Int. relations	1947	1950	MA	1950	?
Johns Hopkins, Baltimore Md	Hist		1946	1947	—	—	?

3. TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED FROM	DATES ATTENDED TO	TOTAL HOURS

4. MILITARY TRAINING (Full time duty in specialized schools such as Ordnance, Intelligence, Communications, etc.)

NAME OF SCHOOL	STUDY OR SPECIALIZATION	DATES ATTENDED FROM	DATES ATTENDED TO	TOTAL WEEKS
Mil. Int. Language School	Japanese	1944	1945	?
Yale University	Japanese	1943	1944	?

5. OTHER EDUCATIONAL TRAINING NOT INDICATED ABOVE

SECRET

SECTION VIII — GEOGRAPHIC AREA KNOWLEDGE

1. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE KNOWLEDGE GAINED AS A RESULT OF RESIDENCE, TRAVEL, STUDY OR WORK ASSIGNMENT OTHER THAN ORGANIZATION EXPERIENCE. UNDER COLUMN "TYPE OF SPECIALIZED KNOWLEDGE," INDICATE TYPE OF KNOWLEDGE SUCH AS TERRAIN, COASTS, HARBORS, UTILITIES, RAILROADS, INDUSTRIES, POLITICAL PARTIES, ETC.

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY: RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
Japan	[illegible]	—			X	
China	area study	—			X	
Korea	" "	—			X	

2. INDICATE THE PURPOSE OF VISIT, RESIDENCE OR TRAVEL FOR EACH OF THE REGIONS OR COUNTRIES LISTED ABOVE

3. LIST BELOW ANY FOREIGN REGIONS OR COUNTRIES OF WHICH YOU HAVE GAINED KNOWLEDGE AS A RESULT OF ORGANIZATION ASSIGNMENT OR ACTIVITY.

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF RESIDENCE, TRAVEL, ETC.	KNOWLEDGE ACQUIRED BY: HQTS ASSIGNMENT	FIELD ASSIGNMENT	TRAINING
Indonesia	politics & govt.	1953 ([illegible])		X	
Singapore-Malaya	" "	1957-1958		X	
Philippines	" "	1958-1960		X	

SECTION IX — TYPING AND STENOGRAPHIC SKILLS

1. TYPING (W.P.M.)	2. SHORTHAND (W.P.M.)	3. SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM
		☐ GREGG ☐ SPEEDWRITING ☐ STENOTYPE ☐ OTHER (Specify):

4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (Comptometer, Mimeograph, Card Punch, etc.)

SECTION X — SPECIAL QUALIFICATIONS

1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH

Tennis - good

2. INDICATE ANY SPECIAL QUALIFICATIONS, RESULTING FROM EXPERIENCE OR TRAINING, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION OR TYPE OF WORK

[illegible]

3. EXCLUDING EQUIPMENT NOTED IN SECTION X, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT OR MACHINES SUCH AS OPERATION OF SHORTWAVE RADIO, MULTILITH, TURRET LATHE, SCIENTIFIC AND PROFESSIONAL DEVICES, ETC.

NA

4. IF YOU ARE A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (Pilot, Electrician, Radio Operator, Teacher, Lawyer, CPA, Medical Technician, etc.), INDICATE THE KIND OF LICENSE OR CERTIFICATE, NAME OF ISSUING STATE, AND REGISTRY NUMBER, IF KNOWN.

NA

5. FIRST LICENSE OR CERTIFICATE (Year of issue)	6. LATEST LICENSE OR CERTIFICATE (Year of issue)

SECTION X CONTINUED FROM PAGE 4

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (Do not submit copies unless requested). INDICATE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (Non-fiction, scientific articles, general interest subjects, novels, short stories, etc.)

N/A

8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED

NA

9. LIST ANY PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE

5 years teaching Dickinson College, community public speaking

10. LIST ANY PROFESSIONAL, ACADEMIC OR HONORARY ASSOCIATIONS OR SOCIETIES IN WHICH YOU ARE NOW OR WERE FORMERLY A MEMBER. LIST ACADEMIC HONORS YOU HAVE RECEIVED.

American Assn. of University Professors, several undergraduate [illegible]

SECTION XI ORGANIZATION WORK EXPERIENCE - SINCE LAST COMPLETION OF A PERSONNEL QUALIFICATIONS QUESTIONNAIRE

	1. INCLUSIVE DATES (From- and To-)	2. GRADE	3. OFFICE/DIVISION/BRANCH OF ASSIGNMENT
1	April 1957 - [illegible] 1958	13	DDP/FE/Br 5
	4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION: 29	5. OFFICIAL POSITION TITLE: Deputy Branch Chief	
	6. DESCRIPTION OF DUTIES: As usual for the position		
2	[illegible] 1958 - Mar 1960	13	DDP/FE/Manila Station
	4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION: 1	5. OFFICIAL POSITION TITLE: Ops Officer	
	6. DESCRIPTION OF DUTIES: Senior PP officer concentrating on pol. action activities		
3			
	4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
	6. DESCRIPTION OF DUTIES		
4			
	4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
	6. DESCRIPTION OF DUTIES		
5			
	4. NO. OF EMPLOYEES UNDER YOUR DIRECT SUPERVISION	5. OFFICIAL POSITION TITLE	
	6. DESCRIPTION OF DUTIES		

(Use additional pages if required)

SECTION XII — **CHILDREN AND OTHER DEPENDENTS**

1. NUMBER OF CHILDREN (*Including stepchildren and adopted children*) WHO ARE UNMARRIED, UNDER 21 YEARS OF AGE, AND ARE NOT SELF-SUPPORTING.	2	2. NUMBER OF OTHER DEPENDENTS (*Including spouse, parents, stepparents, sister, etc.*) WHO DEPEND ON YOU FOR AT LEAST 90% OF THEIR SUPPORT, OR, CHILDREN OVER 21 YEARS OF AGE WHO ARE NOT SELF-SUPPORTING.	

3. PROVIDE THE FOLLOWING INFORMATION FOR ALL CHILDREN AND DEPENDENTS

NAME	RELATIONSHIP	YEAR OF BIRTH	SEX M	SEX F	CITIZENSHIP	ADDRESS
RUTHVEN SMITH	Daughter	1946		X	US	Same as above
Julie SMITH	"	1952		X	US	"

ADDITIONAL COMMENT AND/OR CONTINUATION OF PRECEDING ITEMS

DATE COMPLETED	SIGNATURE OF EMPLOYEE
27 Jul '60	

63-115
B-27

SECRET
(When Filled In)

LANGUAGE PROFICIENCY AND AWARDS DATA

1. PERSONNEL SERIAL NO. (1-6) 07898	LANGUAGE PROFICIENCY AND AWARDS DATA			2. ID NO. [illegible]
3. NAME (7-24) LAST FIRST MIDDLE Smith, Joseph B.		4. OFFICE OR DIVISION [illegible]	5. LANGUAGE [illegible]	6. LANG. CODE (25-27) 725
7. DATE OF TEST 46-51 May 13, 1962	8. ANNIVERSARY DATE May 10, 1962	9. GRADE [illegible]	10. DATE OF BIRTH [illegible]	

11. REASON FOR TAKING TEST		12. TEST SCORES				
		READING (34)	WRITING (35)	PRONUNCIATION (36)	SPEAKING (37)	UNDERSTANDING (38)
XX	APPLY FOR AWARD	R	I	I	I	I
	ESTABLISH SKILL LEVEL					

13. ELIGIBILITY (39)		14. TYPE OF AWARD			
XX	A	ACHIEVEMENT (A) MAINTENANCE (M)	ELEMENTARY (E) INTERMEDIATE (I) HIGH (H)	READING (R) SPEAKING (S) COMPREHENSIVE (C)	BASED ON TRAINING THAT WAS DIRECTED (D) OR VOLUNTARY (V)
	M				
	NA	A	G-H	R	D

15. INELIGIBLE (REASON)

16. I CERTIFY THIS EMPLOYEE FOR A PROFICIENCY AWARD OF $ 87.50 (40-45)

SIGNATURE

DATE

17. I CERTIFY THAT FUNDS ARE AVAILABLE

OBLIGATION REF. NO.

CHARGE ALLOTMENT NO.

SIGNATURE

REMARKS

FORM 5-60 1273 OBSOLETE PREVIOUS EDITIONS

SECRET

(10-45)

MRD COPY

14-00000

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE 237949 MAR 1 62

TO:
Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO.	NAME OF EMPLOYEE — LAST (Print)	FIRST	MIDDLE	OFFICE/COMPONENT
1-5		6-23		24-26
007894	SMITH	Joseph	B.	~~WH~~ 64

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE	ARRIVAL MONTH	ARRIVAL DAY	ARRIVAL YEAR	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	COUNTRY	OMIT
1 - PCS (Basic) 3 - CORRECTION 5 - CANCELLATION	26	27-28	29-30	31-32	33-34	35-36	37-38		39-41

TDY DATES OF SERVICE

TYPE OF DATA	CODE	DEPARTURE MONTH	DEPARTURE DAY	DEPARTURE YEAR	RETURN MONTH	RETURN DAY	RETURN YEAR	AREA(S)	OMIT
2 - TDY (Basic) 4 - CORRECTION 6 - CANCELLATION	26	27-28	29-30	31-32	33-34	35-36	37-38		39-41
	2	01 [illegible]	6	62	01 Jan	13	62	WH	811

SOURCE OF RECORD DOCUMENT

X	TRAVEL VOUCHER		DISPATCH
	CABLE		DUTY STATUS OR TIME AND ATTENDANCE REPORT
	OTHER (Specify)		

DOCUMENT IDENTIFICATION NO.

DOCUMENT DATE/PERIOD: 6-13 Jan 62

REMARKS

3/4/62 [illegible]

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED:
FISCAL DIVISION	DATE	SIGNATURE
X FINANCE DIVISION	5 March 62	[illegible signature]

FORM 6-58 1451a

SECRET

(4-10)

SECRET

3 NOV 1959

MEMORANDUM FOR: Chief, FE/PIA

SUBJECT : Appreciation for Briefing of Japanese Government Officials

1. FE/JAO would like to take this opportunity to express its appreciation for the briefing conducted by Mr. Joseph Smith on 14 September for the benefit of Messrs. M. YAMAMOTO and M. SHIGAKI, of the Japanese Cabinet Research Chamber.

2. Before beginning the return portion of their trip to Japan, the two officials requested that their expressions of gratitude be conveyed to Mr. Smith for his presentation on subjects of mutual interest.

3. Briefings such as these contribute materially to our relationships with these officials and their organizations and result in considerable benefit to the overall U.S. Intelligence effort in Japan. Your continued indulgence and cooperation are requested.

Philip F. Fendig
Chief, FE/JAO

SECRET

14-00000

SD/P 2-0050

CONFIDENTIAL

8 January 1962

MEMORANDUM FOR: Mr. Joseph D. Smith

SUBJECT : Commendation for Services Performed in Connection with President John F. Kennedy's Visit to Venezuela and Colombia

1. It gives me a great deal of personal pleasure to commend you on the high degree of competence and devotion to duty you displayed in connection with President John F. Kennedy's visit to Colombia and Venezuela. The professionalism you demonstrated in planning for and during the President's visit contributed to the outstanding success of his trip.

2. A copy of this memorandum is being made a matter of record in your personnel file.

Richard M. Bissell, Jr.
RICHARD M. BISSELL, JR.
Deputy Director
(Plans)

CONFIDENTIAL

14-00000

SECRET
(When Filled In)

VERIFIED RECORD OF OVERSEAS SERVICE

TO:

Office of Personnel, Statistical Reporting Branch, ROOM 192 Curie Hall

EMPLOYEE SERIAL NO. 1-6	NAME OF EMPLOYEE LAST (Print) FIRST MIDDLE 7-24	OFFICE/COMPONENT 25-26
07894	SMITH JOSEPH B	51

INSTRUCTIONS

USE APPROPRIATE SPACE BELOW TO REPORT DATA FOR EITHER PCS OR TDY. INSERT APPROPRIATE CODE NUMBER IN "CODE" COLUMN TO DESIGNATE WHETHER SUBMISSION IS OF BASIC DATA, CORRECTION, OR CANCELLATION (One only). REPORT DATES BY USING THE NUMBER FOR THE MONTH, AND LAST TWO DIGITS ONLY FOR YEAR.

PCS DATES OF SERVICE

TYPE OF DATA	CODE 27	ARRIVAL MONTH 28-29	ARRIVAL DAY 30-31	ARRIVAL YEAR 32-33	DEPARTURE MONTH 34-35	DEPARTURE DAY 36-37	DEPARTURE YEAR 38-39	COUNTRY	OMIT 40-42
1. PCS (Basic) 3. CORRECTION 5. CANCELLATION	1				03	29	60	PHILIPPINES	575

TDY DATES OF SERVICE

TYPE OF DATA	CODE 27	DEPARTURE MONTH 28-29	DEPARTURE DAY 30-31	DEPARTURE YEAR 32-33	RETURN MONTH 34-35	RETURN DAY 36-37	RETURN YEAR 38-39	AREA(S)	OMIT 40-42
2. TDY (Basic) 4. CORRECTION 6. CANCELLATION									

SOURCE OF RECORD DOCUMENT

TRAVEL VOUCHER		X	DISPATCH
CABLE			DUTY STATUS OR TIME AND ATTENDANCE REPORT
OTHER (Specify)			

DOCUMENT IDENTIFICATION NO.	DOCUMENT DATE/PERIOD
FPMT 2250	30 MAR 60

REMARKS

PREPARED BY	REPORT ANNOTATED ON SOURCE DOCUMENT	ABOVE DATA VERIFIED CORRECT, BASED UPON SOURCE DOCUMENT CITED
FISCAL DIVISION FINANCE DIVISION [signature]	DATE 4/26/60	SIGNATURE [signature]

FORM 6-58 1451a OBSOLETE PREVIOUS EDITIONS.

SECRET

(4-10)

Secret

COMMENDATION

1. This is to commend Joseph B. Smith for his operational activities in connection with MIECU which culminated in the accomplishment of Phase One on April 24, 1959.

2. Smith is a capable, imaginative, and versatile professional operative who has had broad PBOCTOATE experience. He has handled MIDSHIP-4 in a most effective and professional manner, and rapidly developed MIREDEEM-1 at a time that proved strategic for the creation of Phase One of MIECU. He has conscientiously attempted to fulfill the objectives of MIECU.

3. It is requested that this commendation be made a part of his personnel record.

William E. [illegible]

Signed by: George E. Aurell

7 May 1959

Secret

14-00000

CONFIDENTIAL
(When Filled In)

TRAVEL AGREEMENT BY STAFF EMPLOYEES ASSIGNED TO PERMANENT DUTY STATION OUTSIDE CONTINENTAL UNITED STATES

1. In accordance with the policy of the Central Intelligence Agency, I agree to serve outside the continental United States a minimum tour of 24 months from the date of my arrival at my permanent post of duty, unless said tour is sooner terminated by the Government for its convenience, or it is terminated by the Agency for circumstances that are considered by it to be beyond my control.

2. It is understood and agreed that if I terminate for reasons within my control in less than 12 months from the date of arrival at said post, I shall reimburse CIA for all travel expenses, including storage and per diem, incurred in the transporting of myself, my dependents, my household and personal effects and my automobile to my permanent post of duty, and shall pay all return travel and transportation expenses to the United States.

3. It is further understood and agreed that if I terminate for reasons within my control subsequent to the twelfth month but prior to the completion of my tour of duty, I shall pay all return expenses for the travel and transportation of myself, my dependents, my household and personal effects and my automobile to the United States.

WITNESS:

Joseph B. Smith (Employee)

Office of Personnel
Margaret G. Dasse

Date: 4 Feb 58

FORM NO. 911a REPLACES FORM NO. 55-104
1 FEB 56 WHICH IS OBSOLETE.

CONFIDENTIAL (4)

14-00000

SECRET
(When Filled In)

NAME OF EMPLOYEE (LAST-FIRST-MIDDLE)	DATE OF BIRTH	CASE OR CLAIM NUMBER
SMITH, Joseph B.	unk	56-255

There is on file in the Casualty Affairs Branch, Benefits and Casualty Division, Office of Personnel, an Official Disability Claim File on the above named employee for an illness, injury, or death incurred on January 1955.

This notice should be filed in the employee's Official Personnel Folder as a permanent cross-reference to the Official Disability Claim File.

DATE OF NOTICE	SIGNATURE OF BCD REPRESENTATIVE
22 Aug. 1957	George S. Cary Jr.

NOTICE OF OFFICIAL DISABILITY CLAIM FILE

FORM NO. 1076
1 SEP 56

(4-21-35)

14-00000

SECRET

FE/5

CENTRAL INTELLIGENCE AGENCY
WASHINGTON 25, D. C.

OFFICE OF THE DIRECTOR

3 APR 1956

MEMORANDUM FOR: Joseph B. Smith

SUBJECT: Notification of Membership in the Career Staff

1. On behalf of the Director of Central Intelligence, it gives me pleasure to inform you that your application for membership in the Career Staff has been accepted by the CIA Selection Board. The effective date of your membership is 17 September 1954.

2. Please indicate that you have received this notification by signing in the space provided below and return it to the Head of your Career Service. He will forward it to the Executive Director of the CIA Selection Board.

3. Because your membership in the Career Staff is classified information, it is necessary that this notification be conveyed to you in this manner. The application for membership which you signed has been endorsed on behalf of the Director of Central Intelligence by the Executive Director of the CIA Selection Board and placed in your permanent Official Personnel Folder.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

Harrison G. Reynolds
Harrison G. Reynolds
Chairman, CIA Selection Board

Noted:
Joseph B. Smith
Date: 13 July 1956

Career Service Staff
Office of Personnel

20 JUL 1956

SECRET

FORM NO. 511, 1 APR 55

[illegible]

14-00000

Fe'd. 420

SECRET

SECURITY INFORMATION

27 May 1952

MEMORANDUM FOR: D/FE/PC

SUBJECT: Covert Psychological Warfare Conferences Attended by Mr. Joseph Smith

1. Between 18 January and 26 May 1952 your consultant held a group of sixteen Secret conferences on specialized techniques in covert psychological warfare with particular reference to the Far Eastern area. These conferences amounted to a series of reorientation and developmental meetings in which persons actually on the job at CIA in OPC capacities could review their own doctrine, talents, and opportunities for serving the Government and the Agency in this field.

2. The topics covered included: a survey of the goals sought through covert activities of the U.S. Government; the basic bibliography on covert operations; the action response of target groups; media vehicles and the cultural terrain; specific covert psychological warfare techniques; the intelligence need for CPW; the operational vocabulary of Marxism; psychiatry and CPW; propaganda analysis; content analysis; press techniques of the Chinese Communists; covert economic warfare and CPW; personality problems in covert operations; basic doctrine on passive resistance; and a review meeting.

3. In difficulty and in seriousness of approach, this series of conferences corresponded to an advanced graduate course in an American university. It was a mixture of the seminar and lecture techniques.

4. Mr. Joseph Smith immediately made himself one of the outstanding participants of the group. He brought the capacity of a reflective and richly educated mind to this new field and demonstrated a real talent for seeing the opportunities presented by novel and unconventional methods of attack upon Communism. Not only did Mr. Smith learn a great deal himself; he contributed substantially to the intellectual participation of the other members of the conferences in the common tasks.

Paul M. A. Linebarger

PAUL M. A. LINEBARGER
Consultant to FE/PC

FE/PC:PMAL:rww

Distribution:
D/FE/PC, Original
FE Personnel
CIA Personnel
Mr. Smith
FE/Linebarger

SECRET

14-00000

SECRET
Security Information

Smith Joseph Burkholder
Name: Last, First Middle

CODED FOR CLASSIFICATIONS DATE 21 Aug '52

TO: All C. I. A. Personnel

FROM: Personnel Director

SUBJECT: PERSONNEL QUALIFICATION QUESTIONNAIRE

1. The Agency is currently revising the system for machine coding employee qualifications, thereby permitting more complete and accurate data on all personnel. The new system will aid in implementing Agency policies on promotion from within by facilitating the selection of personnel with desired education and experience for vacancies which may occur. It is also expected that the new system will provide readily accessible statistics for planning and management purposes.

2. The attached questionnaire is designed to cover adequately those factors in which the Agency is interested. Although the information is, in a large measure, already reflected in previous forms submitted by you, it is felt that your time within the organization may enable you to emphasize those qualifications pertinent to its needs. The questionnaire also serves to bring your education and qualifications record up to date.

3. Your cooperation is requested in completing the questionnaire as thoroughly and accurately as possible and returning it to your Administrative Officer within the time allotted.

George E. Meloon
George E. Meloon
Personnel Director

SECRET
Security Information

FORM NO. 37-152
MAY 1952

14-151

SECRET
Security Information

PERSONNEL QUALIFICATION QUESTIONNAIRE

1. Serial No. (no entry)	2. NAME: (last)	(first)	(middle)	3. Office
7894	Smith	Joseph	Burkholder	Ops (FE)
4. Date of Birth: 16 June 1921	5. Sex: X male (1) ___ female (2)	Martial Status M Nr. Dependents 2		6. CIA Entry Date: 17 Sept 1951
7. Citizenship: X U.S. ___ Other	8. Acquired By: (1) X Birth (2) ___ Marriage (3) ___ Naturalization (4) ___ Other(specify) Year U.S. citizenship acquired, if not by birth ______			

SEC. I. EDUCATION

1. Extent: (circle one)
   1. Less than high school
   2. High school graduate
   3. Trade, Business or Commercial school graduate
   4. Two years college, or less
   5. Over two years, no degree
   6. Bachelor degree
   7. Post-graduate study (minimum 8 sem. hrs.)
   $\textcircled{8}$. Masters degree
   9. Doctors degree

2. College or University Study:

Name and location of College or University	Major	Minor	Dates att'd From	Dates att'd To	Yrs Compl Day	Yrs Compl Night	Degree Recd Title	Degree Recd Date	Sem Hrs
Harvard University Cambridge, Mass.	History	Govt.	1940	43	3		AB	1943	120
Yale University New Haven, Conn.	FE Politics	Japan	1943	1944	1				36
Johns Hopkins Baltimore, Md.	Govt.		1947	1948	1				6
University of Penna. Philadelphia, Pa.	History	Pol. Sci	1948	1951	3		MA	1950	34

3. Trade, Commercial, and Specialized Training:

School	Attendance Dates From	To	Tot. mo's	Study or Specialization
U. of Michigan Ann Arbor, Mich.	1944	1945	9	Japanese
Ft. Snelling Minneapolis, Minn.	1945	1945	8 4	Japanese, Intelligence

4. Military or Intelligence Training (full time duty as a student in specialized schools such as intelligence, communications, ordnance disposal, command & staff, etc.)

School	Attendance Dates From	To	Tot. mo's	Study or Specialization
This entry				
should have been				
made here, I suppose				

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SEC. II. WORK EXPERIENCE

1. CIA Experience: State the specific nature of duties performed with CIA and CIG, starting with your present position. Take position titles from your official personnel papers, if you have personal copies. Please do not request your Official Personnel Folder. Include geographic area and subject matter dealt with, if applicable. Position Title is your classification title such as Geographer, Intelligence Officer, etc. Duty Title indicates your organization position such as - Section Chief, Branch Chief, Administrative Assistant, etc., and is to be filled in only if different to the Position Title. Approximate dates (month and year) are sufficient. Use a continuation sheet, if necessary, to adequately describe your duties.

From 1951 To 1952 Tot. mos. 10 Grade 11 Salary 5940 Office OPC (FE) Position Title: Operations Officer Duty Title: PsyWar and Pol Warfare Advisor for SEA	Description of Duties: assist in planning of SEA objectives and country plans. assist desk officers in writing projects in political and psychological warfare. Coordinate FE matters with ADPC's staff and with other agencies and depts. assist in writing PS plans. Duty Station, if overseas:
From ___ To ___ Tot. mos. ___ Grade ___ Salary ___ Office Position Title: Duty Title:	Description of Duties: Duty Station, if overseas:
From ___ To ___ Tot. mos. ___ Grade ___ Salary ___ Office Position Title: Duty Title:	Description of Duties: Duty Station, if overseas:
From ___ To ___ Tot. mos. ___ Grade ___ Salary ___ Office Position Title: Duty Title:	Description of Duties: Duty Station, if overseas:

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SEC. II. WORK EXPERIENCE (CONT'D.)

2. Other than CIA: (Describe work experience for the last 15 years in sufficient detail to permit specific coding of your qualifications. Include military work experience. List last position first.)

From 1946 To 1951 Tot. mo's 63 Classification Grade(if in Federal Service) Salary 3600 Number and Class of Employees Supervised: 150 students (ad.) Employer Dickinson College Kind of Business or organization (i.e., paper products mfr, public utility) College	Exact Title of your position Asst. Prof. of History Description of Duties: Teach 14 hrs history weekly, including Far Eastern, American, European (middle ages) (general survey) Duty Station if overseas:
From 1943 To 1946 Tot. mo's 35 Classification Grade(if in Federal Service) T/5 Salary 90 per mo. Number and Class of Employees Supervised: Employer Kind of Business or organization (i.e., paper products mfr, public utility) U.S. Army (MIS)	Exact Title of your position Description of Duties: Japanese language specialist. Duty Station if overseas:
From To Tot. mo's Classification Grade(if in Federal Service) Salary Number and Class of Employees Supervised: Employer Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position Description of Duties: Duty Station if overseas:
From To Tot. mo's Classification Grade(if in Federal Service) Salary Number and Class of Employees Supervised: Employer Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position Description of Duties: Duty Station if overseas:
From To Tot. mo's Classification Grade(if in Federal Service) Salary Number and Class of Employees Supervised: Employer Kind of Business or organization (i.e., paper products mfr, public utility)	Exact Title of your position Description of Duties: Duty Station if overseas:

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SEC. II. WORK EXPERIENCE (CONT'D)

3. Special Work Experience: Check any of the following organizations by which you may have been employed.

01 ___ U.S. Secret Service
02 ___ Civil Police
03 ___ Military Police
04 ___ U.S. Border Patrol
05 ___ U.S. Narcotics Squad
06 ___ FBI
07 ___ Criminal Investigation Div.
21 ___ Office of Naval Intelligence
22 ___ Office of War Information
(23) ___ Army G-2
20 ___ Office of Strategic Services
24 ___ Air Force A-2
25 ___ Foreign Economic Admin.
26 ___ Counter Intelligence Corps
27 ___ Immigration & Naturalization
28 ___ Strategic Services Unit
29 ___ Foreign Service, State Dept.
30 ___ Central Intelligence Group
31 ___ Armed Forces Security Agency
32 ___ Coordinator of Information
33 ___ Office of Facts & Figures
34 ___ Board of Economic Warfare
35 ___ Federal Communications Comm.

SEC. III. FOREIGN LANGUAGES

List below the foreign languages in which you have some competence. Be sure to include uncommon modern languages. Check (X) your competence and how acquired.

LANGUAGE	COMPETENCE: Equivalent to Native Fluency *	Fluent but obviously Foreign *	Adequate for Research **	Adequate for Travel	Limited Knowledge		HOW ACQUIRED: Native of Country	Prolonged Residence	Contact (Parents, etc.)	Academic Study (Inc. CIA training)
Japanese				X						X

* If you have checked 'Fluent' for a language that has significant difference in spoken and written form (e.g., Arabic), explain your competence herein. I have sufficient spoken Japanese for category #2 (above) but my knowledge of written Japanese needs ~~[illegible]~~ considerable review.

** Specialized Language Competence: Describe ability to do specialized language work involving vocabularies and terminology in the scientific, engineering, telecommunications, and military fields. List the language with the type of speciality. ______

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SEC. IV. AREA KNOWLEDGE

1. List below any foreign countries or regions of which you have knowledge gained as a result of residence, travel or study. Study can mean either academic study, or study of a foreign country resulting from an intelligence, military, commercial or professional work assignment.

Country or Region	Dates of Residence, Study Etc.	Manner in Which Knowledge Was Aquired (check (X) one)		
		Residence	Travel	Study
Japan				X
China				X
Mainland SEA				X

2. Specialized Knowledge of Area
List specalized knowledge of foreign country such as knowledge of terrain, coasts and harbors, utilities, railroads, industries, political parties, etc., gained as a result of study or work assignment. Include name of employer or organization.

Country	Type of Knowledge	How and When Gained

SEC. V. TYPING AND STENOGRAPHIC SKILLS (PRESENT UTILIZATION) N/A

Skill	Per Cent of Time Used	Not Used	WPM (Approximate Proficiency)	Prefer Assignment Using Skill Oftener
Typing	1.	2.		
Shorthand	1.	2.		1. Yes 2. No
Shorthand System: 1. Manual 2. Machine 3. Speedwriting.				1. Yes 2. No

SEC. VI. LICENSES, HOBBIES, SPECIAL QUALIFICATIONS

1. Licenses: List any licenses or certification such as teachers, pilot, marine, etc. None

2. Hobbies: List any hobbies such as sailing, skiing, writing, or other special qualifications. Writing

SEC. VII. PROFESSIONAL AND ACADEMIC HONORS

List any professional or academic associations or honorary societies in which you hold membership. American History Assn.
American Assn of University Professors

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SEC. VIII. PUBLICATIONS

List below the type of writing (non-fiction: professional or scientific articles, general interest subjects, current events, etc; fiction: novels, short stories, etc.) of any published materials of which you were author or co-author.

"The Koreans and Their Living Space", Korean Review, Sept. 1949
"A Frontier Experiment with Higher Education", Penna History, Jan. 1949
Understanding Our State Government, Masland and Sons, Carlisle, Pa 1949

SEC. IX. INVENTIONS

Describe any devices you have invented as to type of work for which intended and whether patented.

Device	Patented	
None	(1) Yes	(2) No
	(1) Yes	(2) No
	(1) Yes	(2) No

SEC. X. CIA TESTS

Describe below the type of tests which you have taken in CIA:

Type of Test	Date Taken
None	

SEC. XI. PHYSICAL HANDICAPS

List any physical handicaps you may have.

None

SEC. XII. OVERSEAS ASSIGNMENT

Are you willing to accept periodic tour of duty overseas?

(1) 2 year Tour X (2) 4 year Tour X (3) Not interested ___

SEC. XIII. WORK ASSIGNMENT

In view of your total experience and education, for what assignment in CIA do you think you are best qualified?

Work on psychological and political warfare matters related to the Far East, at headquarters or in the field, in a planning and/or supervisory capacity.

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SEC. XIV. MILITARY STATUS

1. Present Draft Status
   Have you registered under the Selective Service Act of 1948? ___ Yes X No.
   If yes, indicate your present draft classification ______

2. Present Reserve or National Guard Status
   Do you now have Reserve or National Guard Status ___ Yes X No.
   If yes, complete the following.
   1. ___ National Guard
   2. ___ Air National Guard
   3. ___ Active Reserve Status (member of organized unit)
   4. ___ Inactive Reserve Status

   Service ______ Grade ______ Location ______

   Reserve Unit with which currently affiliated ______

   Service Mobilization Assignment, if any ______

   Location of Service Records, if known ______

SEC. XV. CIA TRAINING

List the training courses or subjects you have taken while in the CIA.

Course or Subject	Dates (from) (to)	Hours
None		

SEC. XVI. REMARKS

Use this space to indicate any other qualifications you may have which you do not describe above.

From 15 Jan 1952 to 15 May 1952, I attended a seminar in psychological warfare given by an FE Division consultant, a professor at SAIS.

DATE 24/June/1952 SIGNATURE Joseph B. Smith

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Security Information

CONFIDENTIAL

clearance of category X-V

PLEASE READ INSTRUCTION SHEET BEFORE PREPARING THIS FORM

STATEMENT OF FEDERAL CIVILIAN AND MILITARY SERVICE

Smith, Joseph Burkholder

OFFICE	DIVISION
CIC	FE
BRANCH	SECTION
[illegible]	[illegible]

I FEDERAL CIVILIAN SERVICE (BEGIN WITH THIS AGENCY AND FOLLOW IN REVERSE CHRONOLOGICAL ORDER)

AGENCY	LOCATION	FROM DA.	FROM MO.	FROM YR.	TO DA.	TO MO.	TO YR.	TOTAL SERVICE DA.	TOTAL SERVICE MO.	TOTAL SERVICE YR.
Central Intelligence Agency	Washington, D.C.	17	9	1951	31	12	51	15	3	—
						Total Civilian Service		15	3	

SCD: 10-3-48
[illegible] 57
8/20/52

II MILITARY SERVICE (INCLUDE ONLY PERIODS OF ACTIVE DUTY; DO NOT INCLUDE TERMINAL LEAVE)

BRANCH OF SERVICE	FROM DA.	FROM MO.	FROM YR.	TO DA.	TO MO.	TO YR.	TOTAL SERVICE DA.	TOTAL SERVICE MO.	TOTAL SERVICE YR.
U.S. Army	11	3	1943	24	2	1946	14	11	2
					Total Military Service		14	11	2

III CERTIFICATION

I hereby certify that the above Civilian and Military service is complete and accurate to the best of my knowledge.

[illegible] 1951 — DATE

Joseph B. Smith — SIGNATURE OF EMPLOYEE

IV REMARKS: (CONCERNING ABOVE SERVICE)

[illegible] 12/21/51

V FOR PERSONNEL OFFICE USE ONLY

TOTAL CREDITABLE SERVICE

DAYS	MONTHS	YEARS
29	2	3

Cat 6

MAY BE CONTINUED ON NON-DETACHABLE REVERSE SIDE

14-00000

STANDARD FORM 61 (REVISED AUGUST 1950)
PROMULGATED BY CIVIL SERVICE COMMISSION
FEDERAL PERSONNEL MANUAL

APPOINTMENT AFFIDAVITS

IMPORTANT.—*Before swearing to these appointment affidavits, you should read and understand the attached information for appointee*

CIA (Department or agency) ..... (Bureau or division) ..... Washington, D. C. (Place of employment)

I, Joseph Burkholder Smith, do solemnly swear (or affirm) that—

A. OATH OF OFFICE

I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; that I will well and faithfully discharge the duties of the office on which I am about to enter, SO HELP ME GOD.

B. AFFIDAVIT AS TO SUBVERSIVE ACTIVITY AND AFFILIATION

I am not a Communist or Fascist. I do not advocate nor am I a member of any organization that advocates the overthrow of the Government of the United States by force or violence or other unconstitutional means or seeking by force or violence to deny other persons their rights under the Constitution of the United States. I do further swear (or affirm) I will not so advocate, nor will I become a member of such organization during the period that I am an employee of the Federal Government.

C. AFFIDAVIT AS TO STRIKING AGAINST THE FEDERAL GOVERNMENT

I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not, while a Government employee, become a member of such an organization.

D. AFFIDAVIT AS TO PURCHASE AND SALE OF OFFICE

I have not paid, or offered or promised to pay, any money or other thing of value to any person, firm or corporation for the use of influence to procure my appointment.

E. AFFIDAVIT AS TO DECLARATION OF APPOINTEE

The answers given in the Declaration of Appointee on the reverse of this form are true and correct.

17/9/51 (Date of entrance on duty) ..... Joseph B. Smith (Signature of appointee)

Subscribed and sworn before me this 17 day of September, A. D. 1951,

at Washington, D. C. (City) (State)

[SEAL] ..... [signature] (Signature of officer)

..... (Title)

NOTE.—*If the oath is taken before a Notary Public the date of expiration of his commission should be shown.*

DECLARATION OF APPOINTEE

This form is to be completed before entrance on duty. Answer all questions. Any false statement in this declaration will be grounds for cancellation of application or dismissal after appointment. Impersonation is a criminal offense and will be prosecuted accordingly.

1. PRESENT ADDRESS (street and number, city and State)
3073 So Woodrow St. Arlington, Va.

2. (A) DATE OF BIRTH
16/6/21

(B) PLACE OF BIRTH (city or town and State or country)
Harrisburg, Pa.

3. (A) IN CASE OF EMERGENCY PLEASE NOTIFY
Jeanne H. Smith

(B) RELATIONSHIP
wife

(C) STREET AND NUMBER, CITY AND STATE
3073 So Woodrow St. Arlington, VA.

(D) TELEPHONE NO.

4. DOES THE UNITED STATES GOVERNMENT EMPLOY, IN A CIVILIAN CAPACITY, ANY RELATIVE OF YOURS (EITHER BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS? ☐ YES ☒ NO

If so, for each such relative fill in the blanks below. If additional space is necessary, complete under Item 10.

NAME	POST OFFICE ADDRESS (Give street number, if any)	(1) POSITION - (2) TEMPORARY OR NOT (3) DEPARTMENT OR AGENCY IN WHICH EMPLOYED	RELATIONSHIP	MARRIED (Check one)	SINGLE (Check one)
		1. 2. 3.			
		1. 2. 3.			
		1. 2. 3.			

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO
5. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	✓	
6. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? *If your answer is "Yes", give details in Item 10.*		✓
7. DO YOU RECEIVE ANY ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR COMPENSATION FOR MILITARY OR NAVAL SERVICE? *If your answer is "Yes", give in Item 10 reason for retirement, that is, age, optional, disability, or by reason of voluntary or involuntary separation after 5 years' service; amount of retirement pay, and under what retirement act; and rating, if retired from military or naval service.*		✓
8. SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT HAVE YOU BEEN DISCHARGED OR FORCED TO RESIGN FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION? *If your answer is "Yes", give in Item 10 the name and address of employer, date and reason in each case.*		✓
9. HAVE YOU BEEN ARRESTED (NOT INCLUDING TRAFFIC VIOLATIONS FOR WHICH YOU WERE FINED $30 OR LESS OR FORFEITED COLLATERAL OF $30 OR LESS) SINCE YOU FILED APPLICATION RESULTING IN THIS APPOINTMENT? *If your answer is "Yes", list all such cases under Item 10. Give in each case: (1) The date; (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken.*		✓

10. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS

ITEM NO.	WRITE IN LEFT COLUMN NUMBERS OF ITEMS TO WHICH DETAILED ANSWERS APPLY

INSTRUCTIONS TO APPOINTING OFFICER

The appointing officer before whom the foregoing certificate is made shall determine to his own satisfaction that this appointment would be in conformance with the Civil Service Act, applicable Civil Service Rules and Regulations and acts of Congress pertaining to appointment. [illegible]

(1) Identity of appointee [illegible]

(2) Age [illegible]

(3) Citizenship [illegible]

(4) Members of Family [illegible]

[illegible]

14-00000

SECRET
(When Filled In)

MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY CIB

1. NAME (Last) SMITH, (First) JOSEPH (Middle) B.

2. DATE 25 July 1956

3. TO POSITION Foreign Service Staff Off.

4. OFFICE, DIVISION, BRANCH FE

5. GRADE GS-13

6. TYPE OF POSITION
- [ ] Departmental
- [ ] U.S. Field
- [ ] Overseas

7. EVALUATE FOR
- [ ] TDO
- [ ] Overseas
- [X] Returnee
- [ ] Pre-Employment
- [ ] Annual
- [ ] Special (Specify)

II REPORT OF MEDICAL EVALUATION
- [ ] Qualified for Full Duty (General)
- [ ] Qualified for Departmental Duty Only
- [ ] Qualified for Full Duty (Special)
- [ ] Disqualified

Remarks: Subject is qualified for Departmental Duties (8/3/56).
May be re-evaluated on request.

Max N. Hartman

SECRET

MEDICAL OFFICE

MEDICAL ACTION REQUEST AND REPORT

I REQUEST FOR PHYSICAL EXAMINATION BY PERSONNEL DIVISION ([ ] OVERT [X] COVERT) [X] ISR [ ] CPB

1. NAME (Last) SMITH (First) Joseph (Middle) B.

2. DATE 2 Dec. 53

3. TO POSITION Intell. Off.

4. OFFICE, DIVISION, BRANCH Singapore, Malaya DDP/FE, Malaya Station

5. GRADE GS-12

6. TYPE OF POSITION
- [ ] Departmental
- [ ] U.S. Field
- [X] Overseas

7. EVALUATE FOR Transfer of funds.
- [ ] TDO
- [X] Overseas
- [ ] Returnee
- [ ] Pre-Employment
- [ ] Annual
- [ ] Special (Specify)

II REPORT OF MEDICAL EVALUATION
- [ ] Qualified for Full Duty (General)
- [ ] Qualified for Departmental Duty Only
- [ ] Qualified for Full Duty (Special)
- [ ] Disqualified

Remarks: Transfer of funds from Vouchered to Unvouchered.

Return to Miss Meadows, Wing 1-J, Curie Hall

S. had exam 3-30-53 and found qualified for Full duty/General
12-9-53.

MEDICAL OFFICE

14-00000

FORM NO. 37-115
MAY 1950

TO: Medical Division

FROM: Transactions & Records

SUBJECT: Joseph B. Smith

Request that above named subject be given a physical examination.

POSITION: Intelligence Officer

GRADE: GS-9

BRANCH: OPC

SERVICE: Departmental

NATURE OF APPOINTMENT: Exc.

OK.

Peggy Dacey

9/17/51

FORM NO. 37-115
MAY 1950

PHYSICAL QUALIFICATION RECORD

NAME Smith, Joseph B.	NATURE OF ACTION EOD
TITLE OF POSITION I.O.	GRADE GS-9
DEPARTMENT OR FIELD Department	

Subject was found physically [X] fit [ ] unfit for duty with this organization in the above grade and position.

RECOMMENDATIONS:

17 Sept 19[illegible]

DATE

SIGNATURE O[illegible]YSICAL REQUIREMENTS OFFICER

FORM NO. 37-87
NOV 1948

CONFIDENTIAL

FITNESS REPORT	NOTE: Supervisor or Reviewing Official may assign a higher classification if CONFIDENTIAL is not adequate for the report when completed.

SECTION A. GENERAL INFORMATION

1. EMPLOYEE NUMBER	2. NAME (last, first, middle)	3. DATE OF BIRTH	4. SEX	5. GRADE	6. SD
007894	Smith, Joseph B.	16 Jun 21	M	GS-14	D

7. OFFICIAL POSITION TITLE	8. OFF/DIV/BR OF ASSIGNMENT	9. CURRENT STATION
Ops Officer	DDO/WH/1	Mexico City

10. TYPE OF APPOINTMENT					
X	CAREER		CAREER PROVISIONAL		RESERVE
	CONTRACT		SPECIAL		TEMPORARY

11. TYPE OF REPORT									
	ANNUAL		21-MONTH		30-MONTH		REASSIGNMENT	X	SPECIAL Retirement

12. REPORTING PERIOD (From-to-)	13. DATE REPORT DUE IN O.P.
1 Nov 72 - 30 June 73	

SECTION B PERFORMANCE EVALUATION

U—Unsatisfactory: Performance is unacceptable. A rating in this category requires immediate and positive remedial action. The nature of the action could range from counseling, to further training, to placing on probation, to reassignment or to separation. Describe action taken or proposed in Section C.

M—Marginal: Performance is deficient in some aspects. The reasons for assigning this rating should be stated in Section C and remedial actions taken or recommended should be described.

P—Proficient: Performance is satisfactory. Desired results are being produced in the manner expected.

S—Strong: Performance is characterized by exceptional proficiency.

O—Outstanding: Performance is so exceptional in relation to requirements of the work and in comparison to the performance of others doing similar work as to warrant special recognition.

SPECIFIC DUTIES

List up to six of the most important specific duties performed during the rating period. Insert rating letter which best describes the manner in which employee performs EACH specific duty. Consider ONLY effectiveness in performance of that duty. All employees with supervisory responsibilities MUST be rated on their ability to supervise (indicate number of employees supervised).

SPECIFIC DUTY	RATING LETTER
SPECIFIC DUTY NO. 1 Responsible for CA and Political activities.	S
SPECIFIC DUTY NO. 2 Collects intelligence on selected targets in the Mexican government and political arena.	S
SPECIFIC DUTY NO. 3 Develops new contacts and operations to improve the output of Station third country targeted propaganda.	S
SPECIFIC DUTY NO. 4 Develops new contacts for producing intelligence on significant targets in the Mexican political and intellectual community.	S
SPECIFIC DUTY NO. 5	
SPECIFIC DUTY NO. 6	

OVERALL PERFORMANCE IN CURRENT POSITION

	RATING LETTER
Take into account everything about the employee which influences his effectiveness in his current position such as performance of specific duties, productivity, conduct on job, cooperativeness, pertinent personal traits or habits, and particular limitations or talents. Based on your knowledge of employee's overall performance during the rating period, place the letter in the rating box corresponding to the statement which most accurately reflects his level of performance.	S

FORM 3-73 45N

CONFIDENTIAL

E 2, IMPDET CL BY 007622

8 AUG 1973 (4)

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SECTION C	NARRATIVE COMMENTS

Indicate significant strengths or weaknesses demonstrated in current position keeping in proper perspective their relationship to overall performance. State suggestions made for improvement of work performance. Give recommendations for training. Comment on foreign language competence, if required for current position. Amplify or explain ratings given in Section B to provide best basis for determining future personnel action. Manner of performance of managerial or supervisory duties and cost consciousness in the use of personnel, space, equipment and funds, must be commented on, if applicable. If extra space is needed to complete Section C, attach a separate sheet of paper.

Subject will retire effective 30 June 1973 thus this will be his final agency Fitness Report. Subject's performance at this Station, during the past four years, has always been consistently strong. Subject has primarily concentrated his attention on CA and Mexican government matters. He has done very well at developing contacts in government circles and we have taken advantage of this ability.

Subject is responsive to guidance and direction and has an excellent grasp and understanding of local politics and its ever changing profile. Subject is a mature seasoned officer who will be missed at this Station. His departure for retirement will be most felt in the area of his specialization.

SECTION D	CERTIFICATION AND COMMENTS
1.	BY EMPLOYEE
	I CERTIFY THAT I HAVE SEEN SECTIONS A, B, AND C OF THIS REPORT
DATE 29 ~~22~~ June 1973	SIGNATURE OF EMPLOYEE /s/Joseph B. Smith

2.	BY SUPERVISOR	
MONTHS EMPLOYEE HAS BEEN UNDER MY SUPERVISION 48	IF THIS REPORT HAS NOT BEEN SHOWN TO EMPLOYEE, GIVE EXPLANATION	
DATE 29 ~~22~~ June 1973	OFFICIAL TITLE OF SUPERVISOR DCOS	TYPED OR PRINTED NAME AND SIGNATURE /s/ George A. Fill

3. BY REVIEWING OFFICIAL

COMMENTS OF REVIEWING OFFICIAL

In writing a comment on his Fitness Report in January 1973, I spoke of what a loss he will be to the Station. Because of overlap problems, he will have retired soon after the new COS arrives and before the new DCOS has come. It is typical of him that he has offered to perform introductions to some of his contacts even after retirement. He will be in Mexico and, while the Station must be careful to protect him in his new status, he probably will think of the Station first when he runs on to things of interest.

DATE	OFFICIAL TITLE OF REVIEWING OFFICIAL	TYPED OR PRINTED NAME AND SIGNATURE
12 ~~22~~ June 1973	COS	/s/John Horton

CONFIDENTIAL

SECRET
(When Filled In)

QUALIFICATIONS UPDATE

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING, TYPE OR PRINT, AVOID USING LIGHT COLORED INKS

Now that your qualifications are a matter of computer record, they must be periodically updated. This is done automatically for much information; however, some must be obtained directly from you. This form is for that purpose. Section I must be completed in all cases. You need provide other information only if there have been changes since you submitted your Form 444, "Qualifications Supplement to the Personal History Statement," or a previous update form. If you are in doubt whether information has been previously submitted, enter it in the appropriate section. The signed and dated form should be returned through administrative channels to the File Room, ~~Office of~~ Personnel, Room 5E-13 Headquarters, whether information is added or not.

Additionally, a qualifications update may take place at any time there is information to be added or changed simply by completing and returning an update form on your initiative.

SECTION I — BIOGRAPHIC AND POSITION DATA

EMP. SER. NO.	NAME (Last-First-Middle)	DATE OF BIRTH
007894	SMITH Joseph Burkholder	16 June 1921

SECTION II — EDUCATION

HIGH SCHOOL

LAST HIGH SCHOOL ATTENDED	ADDRESS (City, State, Country)	YEARS ATTENDED (From-To)	GRADUATE ☐ YES ☐ NO

COLLEGE OR UNIVERSITY STUDY

	NAME AND LOCATION OF COLLEGE OR UNIVERSITY	SUBJECT MAJOR	SUBJECT MINOR	YEARS ATTENDED FROM - TO -	DEGREE RECEIVED	YEAR RECEIVED	NO. SEM/QTR. HRS. (Specify)
1.							
2.							

IF A GRADUATE DEGREE HAS BEEN NOTED ABOVE WHICH REQUIRED SUBMISSION OF A WRITTEN THESIS, INDICATE THE TITLE OF THE THESIS AND BRIEFLY DESCRIBE ITS CONTENT.

TRADE, COMMERCIAL AND SPECIALIZED SCHOOLS

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS

OTHER NON-AGENCY EDUCATION OR TRAINING NOT INDICATED ABOVE

	NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	FROM	TO	NO. OF MONTHS
1.					
2.					

SECTION III — MARITAL STATUS

1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY:
2. NAME OF SPOUSE (Last) (First) (Middle) (Maiden)

3. DATE OF BIRTH	4. PLACE OF BIRTH (City, State, Country)
5. OCCUPATION	6. PRESENT EMPLOYER

7. CITIZENSHIP	8. FORMER CITIZENSHIP(S) COUNTRY(IES)	9. DATE U.S. CITIZENSHIP ACQUIRED

SECTION IV — DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

	NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS
1.	☐ ADD ☐ DELETE				
2.	☐ ADD ☐ DELETE				

FORM 2-68 444n

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(When Filled In)

SECTION V — GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL

APR 12 9 01 AM '68

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY (CHECK (X)): RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
Argentina	politics, sociology	Jun.62-Aug66	Buenos Aires / Mendoza	X	X		X
Peru		Jun 64	Lima		X		

MAIL ROOM

SECTION VI — TYPING AND STENOGRAPHIC SKILLS

1. TYPING (WPM)
2. SHORTHAND (WPM)
3. INDICATE SHORTHAND SYSTEM USED - CHECK (X) APPROPRIATE ITEM

☐ GREGG ☐ SPEEDWRITING ☐ STENOTYPE ☐ OTHER (SPECIFY)

SECTION VII — SPECIAL QUALIFICATIONS

PROVIDE INFORMATION ON HOBBIES, SPORTS, LICENSES, PUBLISHED MATERIALS OR DEVICES WHICH YOU MAY HAVE INVENTED.

SECTION VIII — MILITARY SERVICE

CURRENT DRAFT STATUS

1. HAS YOUR SELECTIVE SERVICE CLASSIFICATION CHANGED? ☐ YES ☐ NO
2. NEW CLASSIFICATION
3. LOCAL SELECTIVE SERVICE BOARD NUMBER AND ADDRESS
4. IF DEFERRED, GIVE REASON

MILITARY RESERVE, NATIONAL GUARD STATUS

CHECK RESERVE OR GUARD ORGANIZATION TO WHICH YOU BELONG: ☐ ARMY ☐ NAVY ☐ MARINE CORPS ☐ AIR FORCE ☐ COAST GUARD ☐ NATIONAL GUARD ☐ AIR NATIONAL GUARD

1. CURRENT RANK, GRADE OR RATE
2. DATE OF APPOINTMENT IN CURRENT RANK
3. EXPIRATION DATE OF CURRENT OBLIGATION
4. CHECK CURRENT RESERVE CATEGORY ☐ READY RESERVE ☐ STANDBY (active) ☐ STANDBY (inactive) ☐ RETIRED ☐ DISCHARGED
5. MILITARY MOBILIZATION ASSIGNMENT
6. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED

MILITARY SCHOOLS COMPLETED *(Extended Active, Reserve Duty, or as Civilian)*

NAME AND ADDRESS OF SCHOOL	STUDY OR SPECIALIZATION	DATE COMPLETED	RESIDENT / AGENCY-SPONSORED

SECTION IX — PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS

NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP: FROM	TO
1.			
2.			
3.			

SECTION X — REMARKS

No updating necessary for portions not filled in.

DATE: 9 April 1968

SIGNATURE OF EMPLOYEE: [signature]

SECRET

T400000

SECRET
(WHEN FILLED IN)

QUALIFICATIONS SYSTEM RECORD CHANGE

APPLICANT CODING DATA

1. ID	2. APPL. NO.	3. NAME
2	6-DIGITS	MUST CONTAIN 20-DIGITS

4. DATE OF BIRTH (MO DA YR)	5. DATE CODED (MO DA YR)	
		THE DATA ABOVE (ITEMS 2 THRU 5) WILL BE FILLED IN WHEN CODING AN APPLICANT FOR THE FIRST TIME. THIS FORM IS THEN ATTACHED TO FORM 1962, MASTER QUALIFICATIONS CODING RECORD.

LANGUAGE CODING DATA - FORM 444c

1. ID	2. EMPLOYEE NO.	3. NAME	4. LANGUAGE DATA CODE: BASE CODE	R	W	P	S	U	T	YR
3		3-LETTERS								

5. DATE SUBMITTED (MO DA YR)	6. DATE OF BIRTH (MO DA YR)	
		WHEN FORM 444c DENOTES NO LANGUAGE COMPETENCE, ENTER THE FOLLOWING IN ITEM 4: "NON-LANGUAGE" (12-DIGITS)

LANGUAGE PROFICIENCY TEST DATA

1. ID	2. EMPLOYEE NO.	3. NAME (3-LETTERS)	4. CODE (C-A-D)	5. LANGUAGE DATA BEFORE TEST: BASE CODE	R	W	P	S	U	T	YR
5	007894	SMI	C	BL18	4	3	4	4	4	4	63

6. LANGUAGE DATA AFTER TEST: BASE CODE	R	W	P	S	U	T	YR	7. DATE OF TEST: MO	DA	YR
BL18	H	3	1	1	H	4	67	04	13	67

DATA FOR ITEM 2 THRU 7 IS EXTRACTED FROM FORM 1273, LANGUAGE PROFICIENCY AND AWARDS DATA. 10 JUL 1967

QUALIFICATIONS RECORD CHANGE

1. ID	2. EMP/APPL NO.	3. NAME
4		3-LETTERS

ENTER UNDER "TYPE" -
- A - ADDITION TO RECORD
- C - CHANGE TO EXISTING RECORD
- D - DELETION OF DATA FROM EXISTING RECORD

TYPE	CODE # 1: BASE	1	2	3	YR	CODE # 2: BASE	1	2	3	YR

FORM 10-64 1962a

SECRET

GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION

14-00000

SECRET

(WHEN FILLED IN)

CERTIFICATION OF LANGUAGE PROFICIENCY

1. EMPLOYEE NO.	2. NAME (LAST-FIRST-MIDDLE)	3. TYPE CHANGE		4. LANGUAGE DATA PRIOR TO TEST							
		A=ADD C=CHANGE D=DELETE	CODE	LAN. CODE	R	W	P	S	U	I/T	YEAR
	SMITH, JOSEPH B.										

5. LANGUAGE DATA AFTER TEST								6. DATE TESTED	7. DATE OF BIRTH	8. GRADE	9. OFFICE OR DIVISION
LAN. CODE	R	W	P	S	U	I/T	YEAR	04/13/67	06/16/21	14	OTR

NOTICE TO PERSON TESTED

10. ON THE DATE SHOWN IN ITEM 6 ABOVE, YOU WERE TESTED IN SPANISH (NEW WORLD) BL18 (NAME OF LANGUAGE) AND YOUR TEST SCORES ARE AS FOLLOWS:

READING	WRITING	PRONUNCIATION	SPEAKING	UNDERSTANDING	TEST RATINGS
H	+	I	I	H	O = ZERO I = INTERMEDIATE S = SLIGHT H = HIGH E = ELEMENTARY N = NATIVE

11. REMARKS

CODED FOR QUALIFICATIONS DATE 19 JUN 1967

12. SIGNATURE

Kea

13. LD NUMBER

L3652

FORM 11-64 1273 OBSOLETE PREVIOUS EDITIONS (10-40) **SECRET** GROUP 1 EXCLUDED FROM AUTOMATIC DOWNGRADING AND DECLASSIFICATION 1 - OP/QAB

SECRET
(When Filled In)

OFFICIAL USE ONLY (When Filled In)

QUALIFICATIONS SUPPLEMENT TO PERSONAL HISTORY STATEMENT

READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING. TYPE OR PRINT. AVOID USING LIGHT COLORED INKS.

BIOGRAPHIC AND POSITION DATA

SECTION I

1. EMPLOYEE SERIAL NO.	2. NAME (Last-First-Middle)	3. SEX	4. DATE OF BIRTH	5. SCHEDULE/GRADE/STEP
037894	SMITH JOSEPH B	M	06/16/21	GS -14-05

6. SD	7. POSITION TITLE	8. OFFICE OF ASSIGNMENT	9. LOCATION
D	INSTR OPERATIONS	OTR	WASH., D.C.

AGENCY OVERSEAS SERVICE

SECTION II

AREA	TYPE TOUR	FROM	TO
INDONESIA	TDY ~~PCS~~ 56	53/06/01	53/08/01
~~ASIA AREA~~ SINGAPORE	PCS 56	54/03/01	56/06/01
PHILIPPINE ISLANDS	PCS 56	58/03/01	60 ~~05~~ 08/~~07~~ 01
ARGENTINA	PCS 56	62/06/01	66/08/01

OVERSEAS DATA
CODED
DATE: 14 JUN 67 INITIALS: [illegible]

EDUCATION

SECTION III

DEGREE	MAJOR FIELD	COLLEGE	YEAR
BACH	HISTORY, GENERAL	HARVARD UNIV MASS	43
MSTR	HISTORY, GENERAL	PA UNIV	50

FORM 1-67 444a

SECRET

67 JUN ENTD

SECRET
(When Filled In)

SECTION IV — GEOGRAPHIC AREA KNOWLEDGE AND FOREIGN TRAVEL

NAME OF REGION OR COUNTRY	TYPE OF SPECIALIZED KNOWLEDGE	DATES OF TRAVEL OR RESIDENCE	DATE & PLACE OF STUDY	KNOWLEDGE ACQUIRED BY — CHECK (X): RESIDENCE	TRAVEL	STUDY	WORK ASSIGNMENT
JAPAN	political, cultural		YALE 1943-44			X	
CHINA	political, cultural		YALE 1943-44			X	
THAILAND	political, cultural		1951-53, WASH DC				X
BURMA	political, cultural		1951-53, WASH DC				X
VIETNAM	political, cultural		1951-53 WASH DC				X
INDONESIA	political, industrial, cultural	1953	1956-58 1953-54 WASH DC	X			X
MALAYSIA	political, cultural	1954-56	1956-58 WASH DC	X			X
Philippines	political, cultural	1958-1960		X			X
VENEZUELA	political, cultural	[illegible]	1960-1961 WASH D.C.				X
ARGENTINA	political, cultural	1962-1966		X			X

SECTION V — TYPING AND STENOGRAPHIC SKILLS

1. TYPING (WPM)
2. SHORTHAND (WPM)
3. INDICATE SHORTHAND SYSTEM USED — CHECK (X) APPROPRIATE ITEM: ☐ GREGG ☐ SPEEDWRITING ☐ STENOTYPE ☐ OTHER (Specify)
4. INDICATE OTHER BUSINESS MACHINES WITH WHICH YOU HAVE HAD OPERATING EXPERIENCE OR TRAINING (comptometer, mimeograph, card punch, etc.)

SECTION VI — SPECIAL QUALIFICATIONS

1. LIST ALL HOBBIES AND SPORTS IN WHICH YOU ARE ACTIVE OR HAVE ACTIVELY PARTICIPATED. INDICATE YOUR PROFICIENCY IN EACH.

2. EXCLUDING BUSINESS EQUIPMENT OR MACHINES WHICH YOU MAY HAVE LISTED IN ITEM 4, SECTION V, LIST ANY SPECIAL SKILLS YOU POSSESS RELATING TO OTHER EQUIPMENT AND MACHINES SUCH AS OPERATION OF RADIO TRANSMITTERS (indicate CW speed, sending & receiving), OFFSET PRESS, TURRET LATHE, EDP AND OTHER SCIENTIFIC & PROFESSIONAL DEVICES.

3. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION SUCH AS PILOT, ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, MEDICAL TECHNICIAN, PSYCHOLOGIST, PHYSICIAN, ETC.? ☒ YES ☐ NO

4. IF YOU HAVE ANSWERED "YES" TO ITEM 3 ABOVE, INDICATE KIND OF LICENSE OR CERTIFICATION AND THE ISSUING STATE, MUNICIPALITY, ETC. (Provide license registry number if known)
~~[illegible]~~
See PHS

5. FIRST LICENSE/CERTIFICATE (year of issue)

6. LATEST LICENSE/CERTIFICATE (year of issue)

7. LIST ANY SIGNIFICANT PUBLISHED MATERIALS OF WHICH YOU ARE THE AUTHOR (Do NOT submit copies unless requested). INDICATE THE TITLE, PUBLICATION DATE, AND TYPE OF WRITING (non-fiction or scientific articles, general interest subjects, novels, short stories, etc.)
See PHS

8. INDICATE ANY DEVICES WHICH YOU HAVE INVENTED AND STATE WHETHER OR NOT THEY ARE PATENTED

9. PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE
See PHS

SECRET

SECRET
(When Filled In)

SECTION IX	MARITAL STATUS	
1. PRESENT STATUS (Single, Married, Widowed, Separated, Divorced, Annulled, Remarried) SPECIFY		
2. NAME OF SPOUSE (Last) (First) Middle (Maiden) No CHANGE		
3. DATE OF BIRTH	4. PLACE OF BIRTH (City, State, Country)	
5. OCCUPATION	6. PRESENT EMPLOYER	
7. CITIZENSHIP	8. FORMER CITIZENSHIP(S) COUNTRY(IES)	9. DATE U.S. CITIZENSHIP ACQUIRED

SECTION X — DEPENDENT CHILDREN AND DEPENDENTS OTHER THAN SPOUSE

NAME	RELATIONSHIP	DATE AND PLACE OF BIRTH	CITIZENSHIP	PERMANENT ADDRESS
Ruthven Smith	daughter	25/2/46 HARRISBURG PA	U.S.	11703 KAREN DR. Potomac, Md
Julie E. Smith	daughter	19/12/52 Alexandria Va	U.S.	11703 KAREN DR. Potomac, Md.
Andrew C. Smith	son	20/9/60 Alexandria Va.	U.S.	11703 KAREN DR. Potomac, Md.

SECTION XI — PROFESSIONAL SOCIETIES AND OTHER ORGANIZATIONS

NAME AND CHAPTER	ADDRESS (Number, Street, City, State, Country)	DATE OF MEMBERSHIP FROM	TO

DATE	SIGNATURE OF EMPLOYEE
29/4/1967	Joseph B. Smith

SECRET

SECRET

27 April 1962

MEMORANDUM FOR: Chief, Contract Personnel Division

ATTENTION : Staff Agents Branch

FROM : Chief, Personnel Security Division

Smith, Joseph

SUBJECT : [redacted] (P)

#56169

1. Reference is made to your memorandum dated 26 April 1962 in which a covert security clearance was requested to permit Subject's use as a Staff Agent, GS-13, by DDP/WH/2/Argentina Station in the capacity of Operations Officer at Buenos Aires, Argentina.

2. This is to advise that a covert security clearance is granted for the use of the Subject, as described in your request as set forth in paragraph 1, above.

3. If your office should desire at a later date to change the status or use of this individual, a request to cover any proposed change should be submitted to this office.

4. This clearance becomes invalid in the event the Subject's services are not utilized within six months of the date of this memorandum.

FOR THE DIRECTOR OF SECURITY:

W. A. Osborne

W. A. Osborne

SECRET

SECRET
(When Filled In)

REQUEST FOR SECURITY CLEARANCE

REQUEST NO. (1-5)

REQUEST DATE (6-11): 26 April 1962

NAME (LAST - FIRST - MIDDLE) (12-20): [redacted] Smith, Joseph

YEAR OF BIRTH (29-30): 06/16/21

POSITION TITLE: Ops Officer

POSITION NUMBER (31-36)

OCCUP. CODE (37-42)

GRADE (43-44): GS-13

LOCATION (CITY, STATE, COUNTRY): Buenos Aires, Argentina

ASSIGNMENT (OFFICE, DIVISION, BRANCH): DDP/WH/2/Argentina Station

ORGN. CODE (45-48)

TYPE OF APPLICANT: REGULAR | CONSULTANT | CONTRACT | MILITARY

CONVERSION ACTION: SE-SA

IF OTHER, SPECIFY:

TYPE OF APPL. (49)

NAME OF REQUESTER (OR OFFICIAL): Joseph B. Ragan
JOSEPH B. RAGAN, Chief/CPD

TYPE OF ASSIGNMENT AND FUNDS: HQS | USF | FF | V | UV

HDQTRS & FUND (50)

CLEARANCE REQUIRED: PROVISIONAL FOR (INDICATE NAME OF POOL OR GROUP): COVERT SECURITY CLEARANCE | SECRET | FULL

CLEARANCE (51)

ATTACHMENTS: PERSONAL HISTORY STATEMENT | APPENDIX I | REQUEST FOR WAIVER | PHOTOGRAPH(S) | APPENDIX II | REPORT OF INTERVIEW

RECRUIT. CODE (52-54)

VETERANS STATUS: MALE - VETERAN | FEMALE - VETERAN | MALE - NON-VETERAN | FEMALE - NON-VETERAN

VET PREF. & SEX (55)

REMARKS:

Security #: 56169

Case Officer: Louis Napoli x6556

(under nonofficial cover)

Please forward clearance memo to SA Branch/CPD
Attn: Dot Kreinheder
5 E 38

Phone verbal concurrence to Jo Ann Varney
x7170

SPACE BELOW FOR OS USE ONLY

FORM NO. 1 SEP. 58 377 USE PREVIOUS EDITIONS

SECRET (9)

14-00000

PERSONAL HISTORY STATEMENT

Instructions: 1. Answer all questions completely. If question is not applicable write "NA." Write "unknown" only if you do not know the answer and cannot obtain the answer from personal records. Use the blank pages at the end of this form for extra details on any question or questions for which you do not have sufficient room.

2. Type, print, or write carefully; illegible or incomplete forms will not receive consideration.

HAVE YOU READ AND DO YOU UNDERSTAND THE INSTRUCTIONS? yes (Yes or No)

SEC. 1. PERSONAL BACKGROUND

A. FULL NAME (Use No Initials) Miss/Mr./Mrs. Joseph (First) Burkholder (Middle) Smith (Last)

Telephone Office 265 Ext. none Home Mt Holly 909-R-12

PRESENT ADDRESS Box 323 B, Route 2 (St. and Number) Gardners, (City) Pa. (State) USA (Country)

PERMANENT ADDRESS same as above (St. and Number) (City) (State) (Country)

B. NICKNAME Joe WHAT OTHER NAMES HAVE YOU USED? none

.... UNDER WHAT CIRCUMSTANCES HAVE YOU EVER USED THESE NAMES? ....

HOW LONG? .... IF A LEGAL CHANGE, GIVE PARTICULARS ....

.... (Where?) (By what authority)

C. DATE OF BIRTH 6/16/21 PLACE OF BIRTH Harrisburg, (City) Pa., (State) USA (Country)

D. PRESENT CITIZENSHIP U.S. (Country) BY BIRTH? yes BY MARRIAGE? ....

BY NATURALIZATION CERTIFICATE NO. .... ISSUED .... (Date) BY .... (Court)

AT .... (City) (State) (Country)

HAVE YOU HAD A PREVIOUS NATIONALITY? no (Yes or No) .... (Country)

HELD BETWEEN WHAT DATES? .... TO .... ANY OTHER NATIONALITY? .... (Country)

GIVE PARTICULARS ....

HAVE YOU TAKEN STEPS TO CHANGE PRESENT CITIZENSHIP? no GIVE PARTICULARS:

E. IF BORN OUTSIDE U. S. WHEN DID YOU FIRST ARRIVE IN THIS COUNTRY? NA

PORT OF ENTRY? .... ON PASSPORT OF WHAT COUNTRY? ....

LAST U. S. VISA .... (Number) (Type) (Place of Issue) (Date of Issue)

SEC. 2. PHYSICAL DESCRIPTION

AGE 29 SEX male HEIGHT 5' 7'' WEIGHT 155

EYES hazel HAIR brown COMPLEXION ruddy SCARS none

BUILD stocky OTHER DISTINGUISHING FEATURES wear glasses

SEC. 3. MARITAL STATUS

A. SINGLE .... MARRIED yes DIVORCED .... WIDOWED ....

STATE DATE, PLACE, AND REASON FOR ALL SEPARATIONS, DIVORCES OR ANNULMENTS ....

B. WIFE OR HUSBAND (IF YOU HAVE BEEN MARRIED MORE THAN ONCE—INCLUDING ANNULMENTS—USE A SEPARATE SHEET FOR FORMER WIFE OR HUSBAND GIVING DATA REQUIRED BELOW FOR ALL PREVIOUS MARRIAGES.)

NAME OF SPOUSE Jean (First) Marie (Middle) Hoffman (Maiden) Smith (Last)

PLACE AND DATE OF MARRIAGE Cambridge, Mass., December 19, 1942

HIS (OR HER) ADDRESS BEFORE MARRIAGE 1928 Green St., Harrisburg, Pa. U.S. (St. and Number) (City) (State) (Country)

LIVING OR DECEASED living DATE OF DECEASE .... CAUSE ....

PRESENT, OR LAST, ADDRESS Box 323 B, Route 2, Gardners, Pa. U.S. (St. and Number) (City) (State) (Country)

DATE OF BIRTH 9/9/23 PLACE OF BIRTH Enola, Pa., U.S. (City) (State) (Country)

IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY ....

CITIZENSHIP U.S. WHEN ACQUIRED? birth WHERE? Enola, Pa. U.S. (City) (State) (Country)

OCCUPATION housewife LAST EMPLOYER Earl Moore, Dean, University of Michigan Music School, Ann Arbor, Mich.

EMPLOYER'S OR BUSINESS ADDRESS .... (St. and Number) (City) (State) (Country)

MILITARY SERVICE FROM none (Date) TO .... (Date) BRANCH OF SERVICE ....

COUNTRY .... DETAILS OF OTHER GOVT. SERVICE, U. S. OR FOREIGN

....

SEC. 4. CHILDREN OR DEPENDENTS (Include partial dependents):

1. NAME Ruthven Smith RELATIONSHIP daughter AGE 5

CITIZENSHIP U.S. ADDRESS Box 323B, Route 2, Gardners, Pa. U.S
(St. and Number) (City) (State) (Country)

2. NAME no other children RELATIONSHIP AGE

CITIZENSHIP ADDRESS
(St. and Number) (City) (State) (Country)

3. NAME RELATIONSHIP AGE

CITIZENSHIP ADDRESS
(St. and Number) (City) (State) (Country)

SEC. 5. FATHER (Give the same information for stepfather and/or guardian on a separate sheet)

FULL NAME Robert Craighead Smith
(First) (Middle) (Last)

LIVING OR DECEASED living DATE OF DECEASE CAUSE

PRESENT, OR LAST, ADDRESS 2225N. 3rd St., Harrisburg, Pa., U.S.
(St. and Number) (City) (State) (Country)

DATE OF BIRTH 3/28/84 PLACE OF BIRTH Baltimore, Md., U.S.
(City) (State) (Country)

IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY

CITIZENSHIP U.S. WHEN ACQUIRED? birth WHERE? Baltimore, Md.
(City) (State) (Country)

OCCUPATION rate clerk LAST EMPLOYER Shirks Motor Express Cor

EMPLOYER'S OR OWN BUSINESS ADDRESS P.O. Box 239 Enola, Pa. U.S.
(St. and Number) (City) (State) (Country)

MILITARY SERVICE FROM none TO BRANCH OF SERVICE
(Date) (Date)

COUNTRY DETAILS OF OTHER GOVT. SERVICE, U. S. OR FOREIGN

SEC. 6. MOTHER (Give the same information for stepmother on a separate sheet)

FULL NAME Margaret Elizabeth Burkholder Smith
(First) (Middle) (Last)

LIVING OR DECEASED living DATE OF DECEASE CAUSE

PRESENT, OR LAST, ADDRESS 2225 N 3rd St., Harrisburg, Pa. U.S.
(St. and Number) (City) (State) (Country)

DATE OF BIRTH 8/3/88 PLACE OF BIRTH Harrisburg, Pa. U.S.

CITIZENSHIP U.S. WHEN ACQUIRED? birth WHERE? Harrisburg, Pa.
(City) (State) (Country)

IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY

OCCUPATION housewife LAST EMPLOYER none

EMPLOYER'S OR OWN BUSINESS ADDRESS .... (St. and Number) (City) (State) (Country)

MILITARY SERVICE FROM .... TO .... BRANCH OF SERVICE ....

COUNTRY .... DETAILS OF OTHER GOVT. SERVICE, U. S. OR FOREIGN

....

SEC. 7. BROTHERS AND SISTERS (Including half-, step-, and adopted brothers and sisters):

1. FULL NAME Robert Craighead Smith Jr. (First) (Middle) (Last) AGE deceased

PRESENT ADDRESS no other brothers or sisters (St. and Number) (City) (State) (Country) (Citizenship)

2. FULL NAME .... (First) (Middle) (Last) AGE ....

PRESENT ADDRESS .... (St. and Number) (City) (State) (Country) (Citizenship)

3. FULL NAME .... (First) (Middle) (Last) AGE ....

PRESENT ADDRESS .... (St. and Number) (City) (State) (Country) (Citizenship)

4. FULL NAME .... (First) (Middle) (Last) AGE ....

PRESENT ADDRESS .... (St. and Number) (City) (State) (Country) (Citizenship)

5. FULL NAME .... (First) (Middle) (Last) AGE ....

PRESENT ADDRESS .... (St. and Number) (City) (State) (Country) (Citizenship)

SEC. 8. FATHER-IN-LAW

FULL NAME John Frederick Hoffman (First) (Middle) (Last)

LIVING OR DECEASED deceased DATE OF DECEASE 6/10/49 CAUSE heart failure

PRESENT, OR LAST, ADDRESS 1702 Wyndham Road, Camp Hill, Pa. U.S. (St. and Number) (City) (State) (Country)

DATE OF BIRTH 9/27/99 PLACE OF BIRTH Huntington, Pa. U.S.

IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY ....

....

CITIZENSHIP U.S. WHEN ACQUIRED? birth WHERE? Huntington, Pa. U.S. (City) (State) (Country)

OCCUPATION agent LAST EMPLOYER Prudential Insurance Co

SEC. 9. MOTHER-IN-LAW

FULL NAME Hilda Marie Smith Hoffman
(First) (Middle) (Last)

LIVING OR DECEASED deceased DATE OF DECEASE 1928 CAUSE hyperthyroid

PRESENT, OR LAST, ADDRESS 107 Columbia Road, Enola, Pa. U.S.
(St. and Number) (City) (State) (Country)

DATE OF BIRTH 9/18/00 PLACE OF BIRTH Harrisburg, Pa.

IF BORN OUTSIDE U. S. INDICATE DATE AND PLACE OF ENTRY

CITIZENSHIP U.S. WHEN ACQUIRED? birth WHERE? Harrisburg, Pa. U.S.
(City) (State) (Country)

OCCUPATION housewife LAST EMPLOYER none

SEC. 10. RELATIVES BY BLOOD, MARRIAGE OR ADOPTION, WHO EITHER LIVE ABROAD OR WHO ARE NOT CITIZENS OF THE UNITED STATES: NA

1. NAME RELATIONSHIP AGE

CITIZENSHIP ADDRESS
(St. and Number) (City) (State) (Country)

2. NAME RELATIONSHIP AGE

CITIZENSHIP ADDRESS
(St. and Number) (City) (State) (Country)

3. NAME RELATIONSHIP AGE

CITIZENSHIP ADDRESS
(St. and Number) (City) (State) (Country)

SEC. 11. RELATIVES BY BLOOD OR MARRIAGE IN THE MILITARY OR CIVIL SERVICE OF THE U. S. OR OF A FOREIGN GOVERNMENT:

1. NAME William Turner RELATIONSHIP 1st cousin AGE 44

CITIZENSHIP U.S. ADDRESS VA Hospital, Northport, L.I. U.S.
(St. and Number) (City) (State) (Country)

TYPE AND LOCATION OF SERVICE (IF KNOWN) medical officer, VA (I believe)

2. NAME James W. Engel RELATIONSHIP husband of 1st cousin AGE 56

CITIZENSHIP U.S. ADDRESS 1634 N. Irvine St. Arlington, Va. U.S.
(St. and Number) (City) (State) (Country)

TYPE AND LOCATION OF SERVICE (IF KNOWN) bacteriologist, Washington D.C.

3. NAME John Smith RELATIONSHIP wife's 3rd cousin AGE 32

CITIZENSHIP U.S. ADDRESS unknown
(St. and Number) (City) (State) (Country)

TYPE AND LOCATION OF SERVICE (IF KNOWN) AF, Japan, (I believe)

SEC. 12. POSITION DATA

A. KIND OF POSITION APPLIED FOR Intelligence Specialist, Far East, Planning, and/or research

B. WHAT IS THE LOWEST ANNUAL ENTRANCE SALARY YOU WILL ACCEPT? $ 4600
(You Will Not Be Considered For Any Position With A Lower Entrance Salary.)

C. IF YOU ARE WILLING TO TRAVEL, SPECIFY: OCCASIONALLY occasionally
FREQUENTLY ____ CONSTANTLY ____

D. CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED: IN WASHINGTON, D. C. x
ANYWHERE IN THE UNITED STATES x OUTSIDE THE UNITED STATES ____

E. IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, SPECIFY LOCATIONS:

____

SEC. 13. EDUCATION

ELEMENTARY SCHOOL Cameron ADDRESS Harrisburg, Pa. U.S. (City) (State) (Country)
DATES ATTENDED 1928-1934 GRADUATE? yes

HIGH SCHOOL William Penn ADDRESS Harrisburg, Pa., U.S. (City) (State) (Country)
DATES ATTENDED 1937-1940 GRADUATE? yes

COLLEGE Harvard ADDRESS Cambridge, Mass., U.S. (City) (State) (Country)
MAJOR AND SPECIALTY His. Govt., Ec. American History YEARS COMPLETED graduated
DATES ATTENDED 1940-1943 DEGREE A.B. cum laude

COLLEGE Yale ADDRESS New Haven, Conn., U.S. (City) (State) (Country)
MAJOR AND SPECIALTY Far East Japanese YEARS COMPLETED 1
DATES ATTENDED 1943-1944 DEGREE certificate

CHIEF UNDERGRADUATE COLLEGE SUBJECTS History, Government, Economics,

____

CHIEF GRADUATE COLLEGE SUBJECTS Japanese, Political Science, History, geography.

SEC. 14. ACTIVE U. S. OR FOREIGN MILITARY SERVICE

U.S. (Country) Army (Service) corporal (Rank) Mar.1943-Feb. 1946 (Dates of Service)

Ft. Snelling, Minn. U.S. (Last Station) 11081139 (Serial Number) honorable (Type of Discharge)

REMARKS:

SELECTIVE SERVICE BOARD NUMBER 3 ADDRESS Harrisburg, Pa.

IF DEFERRED GIVE REASON

INDICATE MEMBERSHIP IN MILITARY RESERVE ORGANIZATIONS College En-listed Reserve, July 1942-Mar. 1943.

SEC. 15. CHRONOLOGICAL HISTORY OF EMPLOYMENT FOR PAST 15 YEARS. ACCOUNT FOR ALL PERIODS. INCLUDE CASUAL EMPLOYMENT. INCLUDE ALSO PERIODS OF UNEMPLOYMENT. GIVE ADDRESSES AND STATE WHAT YOU DID DURING PERIODS OF UNEMPLOYMENT. LIST LAST POSITION FIRST. (List all civilian employment by a foreign government, regardless of dates.)

FROM August 1, 1946 TO date CLASSIFICATION GRADE (IF IN FEDERAL SERVICE)

EMPLOYING FIRM OR AGENCY Dickinson College

ADDRESS (St. and Number) Carlisle, Pa. (City) (State) U.S. (Country)

KIND OF BUSINESS college NAME OF SUPERVISOR Herbert Wing, Jr.

TITLE OF JOB Asst. Prof. of History SALARY $ 3600 PER year

YOUR DUTIES teach 12 hours of history weekly

REASONS FOR LEAVING no chance for advancement

FROM May 1946 TO July 1946 CLASSIFICATION GRADE (IF IN FEDERAL SERVICE) CAF 1 (I think)

EMPLOYING FIRM OR AGENCY United States Employment Service

ADDRESS 2nd and Locust Strs. (St. and Number) Harrisburg, (City) Pa. (State) U.S. (Country)

KIND OF BUSINESS employment agency NAME OF SUPERVISOR Jack Brown

TITLE OF JOB Jr. clerk SALARY $ 108 PER month

YOUR DUTIES process veterans' applications for unemployment compensation; hand out checks.

REASONS FOR LEAVING to accept position at Dickinson

16—62165-1

FROM Mar. 1943 TO Feb. 1946 CLASSIFICATION GRADE (IF IN FEDERAL SERVICE) corporal

EMPLOYING FIRM OR AGENCY U.S. Army

ADDRESS (St. and Number) (City) (State) (Country) principal stations, Yale, U. of Michigan, Ft. Snelling, Minn

KIND OF BUSINESS soldier NAME OF SUPERVISOR NA

TITLE OF JOB principally Japanese language specialist SALARY $ 90 PER mo.

YOUR DUTIES student and trainee translation of Japanese military materials. Last few weeks before discharge I served as a company clerk.

REASONS FOR LEAVING honorable discharge, length of service

FROM Feb. 1946 TO May 1946 CLASSIFICATION GRADE (IF IN FEDERAL SERVICE)

EMPLOYING FIRM OR AGENCY unemployed

ADDRESS (St. and Number) (City) (State) (Country) 1928 Green St., Harrisburg, Pa.

KIND OF BUSINESS NA NAME OF SUPERVISOR NA

TITLE OF JOB NA SALARY $ NA PER NA

YOUR DUTIES I was looking for employment, negotiating with Dickinson College, Carlisle, Pa., part of this time, also drew unemployment compensation as veteran, and in May 1946 accepted position with USES while awaiting

REASONS FOR LEAVING notice of employment from Dickinson College.

FROM Feb. 1943 TO Mar 1943 CLASSIFICATION GRADE (IF IN FEDERAL SERVICE)

EMPLOYING FIRM OR AGENCY Patriot and Evening News Co.

ADDRESS (St. and Number) (City) (State) (Country) Market Square, Harrisburg, Pa. U.S.

KIND OF BUSINESS newspaper NAME OF SUPERVISOR V. Hummel Berghaus

TITLE OF JOB reporter SALARY $ 20 PER week

YOUR DUTIES general reporting

REASONS FOR LEAVING to enter U.S. Army

SEC. 16. HAVE YOU EVER BEEN DISCHARGED OR ASKED TO RESIGN FROM ANY POSITION? HAVE YOU LEFT A POSITION UNDER CIRCUMSTANCES WHICH YOU DESIRE TO EXPLAIN? GIVE DETAILS:

no

SEC. 17. GENERAL QUALIFICATIONS

A. FOREIGN LANGUAGES (STATE DEGREE OR PROFICIENCY AS "SLIGHT," "FAIR," OR "FLUENT")

LANGUAGE	SPEAK	READ	WRITE
Japanese	fluent	fair	slight
German	fair	fair	slight

B. LIST ALL SPORTS AND HOBBIES WHICH INTEREST YOU: INDICATE DEGREE OF PROFICIENCY IN EACH:

badminton, fair bridge, fair

tennis, fair

gardening, good

C. HAVE YOU ANY QUALIFICATIONS, AS A RESULT OF TRAINING OR EXPERIENCE, WHICH MIGHT FIT YOU FOR A PARTICULAR POSITION?

Japanese language specialist, MIS

college professor of history, 5 years experience

D. LIST ANY SPECIAL SKILLS YOU POSSESS AND MACHINES AND EQUIPMENT YOU CAN USE, SUCH AS OPERATION OF SHORT-WAVE RADIO, MULTILITH, COMPTOMETER, KEY PUNCH, TURRET LATHE, SCIENTIFIC OR PROFESSIONAL DEVICES:

none

APPROXIMATE NUMBER OF WORDS PER MINUTE IN TYPING 40 SHORTHAND 0

10—62333-1

14-00000

E. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION, SUCH AS PILOT, ELECTRICIAN, RADIO OPERATOR, TEACHER, LAWYER, CPA, ETC.

IF YES, INDICATE KIND OF LICENSE AND STATE no

FIRST LIC. OR CERTIFICATE (YR) .... LATEST LIC. OR CERTIFICATE (YR) ....

F. GIVE ANY SPECIAL QUALIFICATIONS NOT COVERED ELSEWHERE IN YOUR APPLICATION SUCH AS:
(1) YOUR MORE IMPORTANT PUBLICATIONS (DO NOT SUBMIT COPIES UNLESS REQUESTED)
(2) YOUR PATENTS OR INVENTIONS
(3) PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE
(4) HONORS AND FELLOWSHIPS RECEIVED

"The Koreans and Their Living Space," Korean Review, Korean American Cultural Assn., Sept. 1949

"A Frontier Experiment in Higher Education", Pennsylvania History, Pennsylvania Historical Assn., Jan. 1949

Understanding Our State Government, C.H. Masland and Sons, Carlisle, ~~Pa. 1949.~~

Held full tuition scholarships at Harvard, 1940-43, from various funds.

G. HAVE YOU A PHYSICAL HANDICAP, DISEASE, OR OTHER DISABILITY WHICH SHOULD BE CONSIDERED IN ASSIGNING YOU TO WORK? IF ANSWER IS "YES," EXPLAIN:

no

H. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? IF ANSWER IS "YES," GIVE COMPLETE DETAILS:

no

14-00000

SEC. 18. GIVE FIVE CHARACTER REFERENCES—IN THE U. S.—WHO KNOW YOU INTIMATELY—(Give residence and business addresses where possible.)

		Street and Number / City / State
1. William Shower, Jr.	BUS. ADD.	Shower Mfg. Co. Kansas City, Mo.
	RES. ADD.	5819 High Drive, Kansas City, Mo.
2. Herbert G. Rupp, Jr.	BUS. ADD.	317 N. 2nd St., Harrisburg, Pa.
	RES. ADD.	3010 N. Second St. Harrisburg, Pa
3. James G. Gates	BUS. ADD.	728S. Cameron St, Harrisburg, Pa,
	RES. ADD.	251 S. Hanover, St. Carlisle, Pa.
4. Capt. Edward F. Keevan	BUS. ADD.	Pentagon, Washington, D.C.
	RES. ADD.	5401 Columbia Pike, Arlington, Va.
5. Whitfield J. Bell	BUS. ADD.	Dickinson College, Carlisle, Pa.
	RES. ADD.	165 W. High St., Carlisle, Pa.

SEC. 19. NAMES OF FIVE PERSONS WHO KNOW YOU SOCIALLY IN THE UNITED STATES—NOT REFERENCES, RELATIVES, SUPERVISORS, OR EMPLOYERS—(Give residence and business addresses where possible.)

		Street and Number / City / State
1. Milton E. Flower,	BUS. ADD.	Dickinson College, Carlisle, Pa.
	RES. ADD.	166 W. Pomfret St., Carlisle, Pa.
2. Harry E. Newman,	BUS. ADD.	Bond Bakers, Harrisburg, Pa.
	RES. ADD.	3012 N. 3rd St, Harrisburg, Pa.
3. Mrs. Harry T. Rensel	BUS. ADD.	Pomeroy's Inc. Harrisburg, Pa.
	RES. ADD.	2301 Green St. Harrisburg, Pa.
4. Roy R. Kuebler	BUS. ADD.	Dickinson College, Carlisle, Pa.
	RES. ADD.	212 N. Hanover St. Carlisle, Pa.
5. Philip Bridgham	BUS. ADD.	Dickinson College, Carlisle, Pa.
	RES. ADD.	42½ W. Louther St. Carlisle, Pa.

SEC. 20. GIVE THREE NEIGHBORS AT YOUR LAST NORMAL RESIDENCE IN THE U. S.—(Give residence and business addresses where possible.)

		Street and Number / City / State
1. Frank Black	BUS. ADD.	C. H. Masland, Carlisle, Pa.
	RES. ADD.	Route 2, Gardners, Pa.
2. Walter Slusser	BUS. ADD.	Naval Supply Depot, Mechanicsburg, Pa.
	RES. ADD.	R.D.2, Gardners, Pa.
3. Lloyd Brough	BUS. ADD.	unknown
	RES. ADD.	R.D.2 Gardners, Pa.

SEC. 21. FINANCIAL BACKGROUND

A. ARE YOU ENTIRELY DEPENDENT ON YOUR SALARY? yes IF NOT, STATE SOURCES OF OTHER INCOME

B. NAMES AND ADDRESSES OF BANKS WITH WHICH YOU HAVE ACCOUNTS

~~Carlisle, Deposit Bank and Trust Co., Carlisle, Pa.~~

16—62535-1

C. HAVE YOU EVER BEEN IN, OR PETITIONED FOR, BANKRUPTCY? no
GIVE PARTICULARS, INCLUDING COURT:

D. GIVE THREE CREDIT REFERENCES—IN THE U. S.
1. NAME Carlisle Deposit ADDRESS Carlisle, Pa.
(St. and Number) (City) (State)
2. NAME Carlisle Trust Co. ADDRESS Carlisle, Pa.
(St. and Number) (City) (State)
3. NAME Montgomery Ward Inc. ADDRESS Carlisle, Pa.
(St. and Number) (City) (State)

SEC. 22. RESIDENCES FOR THE PAST 15 YEARS

FROM 1950	TO Present	Box 322 B, Route 2, Carlisle, Pa.
FROM 1949	TO 1950	50 N. College St., Carlisle, Pa.
FROM 1947	TO 1949	100 N. College St., Carlisle, Pa.
FROM 1943	TO 1947	1928 Green St. Harrisburg, Pa.
FROM 1940	TO 1943	Harvard University, Cambridge, Mass.
FROM	TO	or 2225 N 3rd St. Harrisburg, Pa.
FROM 1939	TO 1940	2203 Green St. Harrisburg, Pa.
FROM 1936	TO 1939	2220 N. 3rd St. Harrisburg, Pa.

(St. and number) (City) (State) (Country)

SEC. 23. RESIDENCE OR TRAVEL OUTSIDE OF THE UNITED STATES

NA

A. FROM .... TO .... (City or section) (Country) (Purpose)
FROM .... TO .... (City or section) (Country) (Purpose)
FROM .... TO .... (City or section) (Country) (Purpose)
FROM .... TO .... (City or section) (Country) (Purpose)
FROM .... TO .... (City or section) (Country) (Purpose)

SEC. 24. CLUBS, SOCIETIES, AND OTHER ORGANIZATIONS

LIST NAMES AND ADDRESSES OF ALL CLUBS, SOCIETIES, PROFESSIONAL SOCIETIES, EMPLOYEE GROUPS, ORGANIZATIONS OF ANY KIND (INCLUDE MEMBERSHIP IN, OR SUPPORT OF, ANY ORGANIZATION HAVING HEADQUARTERS OR BRANCH IN A FOREIGN COUNTRY) TO WHICH YOU BELONG OR HAVE BELONGED:

1. American Association of University Professors
(Name and Chapter) (St. and Number) (City) (State) (Country)
DATES OF MEMBERSHIP: local chapter, Dickinson, Carlisle Pa. 1949-date

2. American Historical Assocaition, Washington, D.C.
(Name and Chapter) (St. and Number) (City) (State) (Country)
DATES OF MEMBERSHIP: 1947 - date

3. Signet Society Harvard University Cambridge, Mass.
(Name and Chapter) (St. and Number) (City) (State) (Country)
DATES OF MEMBERSHIP: 1941-1943

4. Harvard Crimson, Harvard University, Cambridge, Mass.
(Name and Chapter) (St. and Number) (City) (State) (Country)
DATES OF MEMBERSHIP: 1941 1943

5. Crimson Network and Radio Workshop, Harvard University, Cambridge Mass.
(Name and Chapter) (St. and Number) (City) (State) (Country)
DATES OF MEMBERSHIP: 1941-1943

6. Zion Lutheran Church, Harrisburg, Pa.
(Name and Chapter) (St. and Number) (City) (State) (Country)
DATES OF MEMBERSHIP: 1934-to date

7. Carlisle, Inter-cultural Council, Carlisle, Pa.
(Name and Chapter) (St. and Number) (City) (State) (Country)
DATES OF MEMBERSHIP: 1947-1949

SEC. 25. MISCELLANEOUS

A. DO YOU ADVOCATE OR HAVE YOU EVER ADVOCATED; OR ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF, OR HAVE YOU SUPPORTED, ANY POLITICAL PARTY OR ORGANIZATION WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT IN THE UNITED STATES?

IF "YES," EXPLAIN: no

B. DO YOU USE, OR HAVE YOU USED, INTOXICANTS? yes IF SO, TO WHAT EXTENT? moderately

C. HAVE YOU EVER BEEN ARRESTED, INDICTED OR CONVICTED FOR ANY VIOLATION OF LAW OTHER THAN A MINOR TRAFFIC VIOLATION? IF SO, STATE NAME OF COURT, CITY, STATE, COUNTRY, NATURE OF OFFENSE AND DISPOSITION OF CASE:

no

D. HAVE YOU EVER BEEN COURT-MARTIALED WHILE A MEMBER OF THE ARMED FORCES? IF ANSWER IS "YES," GIVE DETAILS BELOW:

no

E. LIST BELOW THE NAMES OF GOVERNMENT DEPARTMENTS, AGENCIES OR OFFICES TO WHICH YOU HAVE APPLIED FOR EMPLOYMENT SINCE 1940:

Central Intelligency Agency

Army Intelligence

Chief of Military History

Historical Office, Army Chemical Center, Edgewood, Md.

Navy Intelligence

Operations Research Office

16—

F. IF, TO YOUR KNOWLEDGE, ANY OF THE ABOVE HAS CONDUCTED AN INVESTIGATION OF YOU, INDICATE BELOW THE NAME OF THAT AGENCY AND THE APPROXIMATE DATE OF THE INVESTIGATION:

not to my knowledge

SEC. 26. PERSON TO BE NOTIFIED IN CASE OF EMERGENCY:

NAME Jean Hoffman Smith RELATIONSHIP wife

ADDRESS Box 323 B, Route 2 (Rt. and Number), Gardners (City), Pa. (State), U.S. (Country)

SEC. 27. YOU ARE INFORMED THAT THE CORRECTNESS OF ALL STATEMENTS MADE HEREIN WILL BE INVESTIGATED.

ARE THERE ANY UNFAVORABLE INCIDENTS IN YOUR LIFE NOT MENTIONED ABOVE WHICH MAY BE DISCOVERED IN SUBSEQUENT INVESTIGATION, WHETHER YOU WERE DIRECTLY INVOLVED OR NOT, WHICH MIGHT REQUIRE EXPLANATION? IF SO, DESCRIBE. IF NOT, ANSWER "NO."

no

SEC. 28. I CERTIFY THAT THE FOREGOING ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF, AND I AGREE THAT ANY MISSTATEMENT OR OMISSION AS TO A MATERIAL FACT WILL CONSTITUTE GROUNDS FOR IMMEDIATE DISMISSAL OR REJECTION OF MY APPLICATION.

SIGNED AT Carlisle, Pa. (City and State) DATE May 31, 1951

John ... Jr. (Witness) Joseph B. Smith (Signature of Applicant)

USE THE FOLLOWING PAGES FOR EXTRA DETAILS. NUMBER ACCORDING TO THE NUMBER OF THE QUESTION TO WHICH THEY RELATE. SIGN YOUR NAME AT THE END OF THE ADDED MATERIAL. IF ADDITIONAL SPACE IS REQUIRED USE EXTRA PAGES THE SAME SIZE AS THESE AND SIGN EACH SUCH PAGE.

U. S. GOVERNMENT PRINTING OFFICE 16-

Addenda

Sec. 11. I wish to state that the material here furnished is approximate only. I have not seen any of these relatives in over 10 years and cannot check the material any further.

Sec. 13.
Colleges: (continued)

University of Michigan, Ann Arbor, Mich.
1944-45, Japanese and Far Eastern society certificate granted (12 hours graduate credit)

Johns Hopkins University, Baltimore, Md.
1947-48 Political Science and Political Geography
Far East (especially Korean area-speciality)

University of Pennsylvania, Philadelphia, Pa.
1948- to date (part time)
History, especially American social history
M.A., January, 1950.

Sec. 15. July-Aug. 1941
July-Aug. 1942
Harrisburg Park Department
park maintenance, Clarence Beck, supervisor
laborer, $16 per week
summertime general laboring in city parks
summer job while attending college
nb. what appear as periods of unemployment in these years can be accounted for by my attendance at Harvard University Cambridge, Mass.

Sec. 24. 8. Foreign Policy Association, Branch, Harrisburg, Pa.
1950 to date
9. Employee groups--Blue Cross and Blue Shield Ins.
1947 (I think) to date.

14-00000

STANDARD FORM 57 NOV. 1941
U. S. CIVIL SERVICE COMMISSION

APPLICATION FOR FEDERAL EMPLOYMENT

INSTRUCTIONS: In order to prevent delay in consideration of your application, answer every question on this form clearly and completely. Type, write or print in INK. In applying for a specific United States Civil Service examination, read the examination announcement carefully and follow all directions. If you are applying for a WRITTEN examination, follow the instructions on the admission card regarding disposition of this application. If you are applying for an UNWRITTEN examination, mail this application to the office named in the announcement. Be sure to mail to the same office any other forms required by the announcement. Notify the office with which you file this application of any change in your address.

1. NAME OF EXAMINATION OR KIND OF POSITION APPLIED FOR: Historian

2. OPTION(S) (if mentioned in examination announcement): Intelligence, Social Science Analyst

3. PLACE OF EMPLOYMENT APPLIED FOR (City and State): Washington, D. C.

4. DATE OF THIS APPLICATION: April 3, 1950

5. Mr. (First name) (Middle) (Maiden, if any) (Last): Joseph Burkholder Smith

6. (a) STREET AND NUMBER OR R. D. NUMBER: 50 North College Street

(b) CITY OR POST OFFICE (including postal zone) AND STATE: Carlisle, Pennsylvania

7. LEGAL OR VOTING RESIDENCE (State): Pennsylvania

8. (a) OFFICE PHONE: 265 (b) HOME PHONE: 288 R

9. DATE OF BIRTH (month, day, year): June 16, 1921

10. [X] MARRIED [ ] SINGLE

11. PLACE OF BIRTH (city and State; if born outside U. S., name city and country): Harrisburg, Pennsylvania

12. [X] MALE [ ] FEMALE

13. (a) HEIGHT WITHOUT SHOES: 5 FEET 7 INCHES (b) WEIGHT: 165 POUNDS

APPLICATION NO. — ANNOUNCEMENT

DO NOT WRITE IN THIS BLOCK
For Use of Civil Service Commission Only

[ ] APPOR. [ ] NON APPOR. — MATERIAL [ ] SUBMITTED [ ] RETURNED — ENTERED REGISTER

NOTATIONS: — APP. REVIEW: — APPROVED:

OPTION	GRADE	EARNED RATING	PREFERENCE	AUG. RATING
			[ ] 5 POINTS (TENT.)	
			[ ] 10 POINTS	
			[ ] WIFE OR WIDOW	
			[ ] DISAL.	
			[ ] BEING INVESTIGATED	
INITIALS AND DATE				

14. (a) HAVE YOU EVER BEEN EMPLOYED BY THE FEDERAL GOVERNMENT? [X] YES [ ] NO

(b) IF SO, GIVE LAST GRADE AND DATE OF LAST CHANGE IN GRADE: Jr. Clerk, July 1946

15. (a) WHAT IS THE LOWEST ENTRANCE SALARY YOU WILL ACCEPT? $ 4500 PER YEAR. *You will not be considered for any position with a lower entrance salary.*

(b) CHECK IF YOU WILL ACCEPT SHORT-TERM APPOINTMENT IF OFFERED, FOR: [ ] 1 TO 3 MONTHS [ ] 3 TO 6 MONTHS [ ] 6 TO 12 MONTHS

NOTE. *Acceptance or refusal of a temporary short-term appointment will not affect your opportunity to obtain a probational appointment.*

(c) IF YOU ARE WILLING TO TRAVEL, SPECIFY: [X] OCCASIONALLY [ ] FREQUENTLY [ ] CONSTANTLY

(d) CHECK IF YOU WILL ACCEPT APPOINTMENT, IF OFFERED: [X] IN WASHINGTON, D. C. [X] ANYWHERE IN THE UNITED STATES [X] OUTSIDE THE UNITED STATES

(e) IF YOU WILL ACCEPT APPOINTMENT IN CERTAIN LOCATIONS ONLY, GIVE ACCEPTABLE LOCATIONS:

16. EXPERIENCE: It is important for you to furnish all information requested below in sufficient detail to enable the Civil Service Commission and the appointing officers of agencies to give you full credit in determining your qualifications. Use a separate block for each position. Start with your present position and work back, explaining clearly the principal tasks which you performed in each position, accounting for all periods of unemployment. Experience gained more than 15 years ago which is not pertinent to the work for which you are applying may be summarized in one or more of the blocks. If your duties changed materially while working for the same employer, use a separate block to describe each position. You may include any pertinent religious, civic, welfare, or organizational activity which you have performed, either with or without compensation, showing the number of hours per week and weeks per year in which you were engaged in such activity. Military experience should be described in the spaces below in its proper sequence.

(a) If you were ever employed in any position under a name different from that shown in Item 5 of this application, give under "Description of your work" for each position, the name used.

(b) If you have never been employed or are now unemployed, indicate that fact in the space provided below for "Present Position."

(1) PRESENT POSITION

DATES OF EMPLOYMENT (month, year): FROM August 1946 TO PRESENT TIME

EXACT TITLE OF YOUR PRESENT POSITION: Asst. Professor History

CLASSIFICATION GRADE (if in Federal Service):

SALARY OR EARNINGS: STARTING $ 2600 PER Yr. PRESENT $ 3400 PER Yr.

PLACE OF EMPLOYMENT (city and State): Carlisle, Pennsylvania

NAME AND TITLE OF IMMEDIATE SUPERVISOR: Herbert Wing, Jr., Chairman, History Dept.

NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division): Dickinson College

KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.): Four Year Liberal Arts College

NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU: 150 Students

REASON FOR DESIRING TO CHANGE EMPLOYMENT: No chance for advancement

DESCRIPTION OF YOUR WORK: 14 hours teaching: including: World history, American history, human geography, historical geography, Far Eastern history.
Have also taught: English history, International Relations History, history of Science, medieval history.
Committee work: president's policy committee (advice on major policy decisions)
World civilization course committee
Honors candidates committee
(these last two are self-explanatory)

(CONTINUED ON NEXT PAGE)

16—32048-1

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16 CONTINUED

(2) DATES OF EMPLOYMENT (month, year) FROM May 1946 TO July 1946

EXACT TITLE OF YOUR POSITION: Jr. Clerk

CLASSIFICATION GRADE (if in Federal service): Jr. Clerk

SALARY OR EARNINGS: STARTING $ 100 PER MO. FINAL $ 108 PER MO.

PLACE OF EMPLOYMENT (city and State): USES Harrisburg Pa. Branch Office

NAME AND TITLE OF IMMEDIATE SUPERVISOR: Jack Brown, Office Manager

NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division): USES Branch Office, Harrisburg

KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.): Employment Office

NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU: none

REASON FOR LEAVING: To accept position at Dickinson

DESCRIPTION OF YOUR WORK: Processed veterans for unemployment compensation. Distributed checks to veterans.

(3) DATES OF EMPLOYMENT (month, year) FROM Mar. 1943 TO Feb. 1946

EXACT TITLE OF YOUR POSITION: Cpl.

CLASSIFICATION GRADE (if in Federal service): 749 mos

SALARY OR EARNINGS: STARTING $90 PER MO. FINAL $90 PER MO.

PLACE OF EMPLOYMENT (city and State): Ft. Snelling, Minneapolis Minn.

NAME AND TITLE OF IMMEDIATE SUPERVISOR: C. E. Taylor, Company Commander

NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division): U. S. Army, Mis. Language School

KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.): Japanese Language and Intelligence

NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU: Army Squad

REASON FOR LEAVING: Honorable Discharge

DESCRIPTION OF YOUR WORK: Studied Japanese and Japan at University of Michigan, then Ft. Snelling. Study included spoken and written Japanese Organization of Japanese Army, Japanese Intelligence, Political and Social Institutions of Japan.

(4) DATES OF EMPLOYMENT (month, year) FROM: TO:

EXACT TITLE OF YOUR POSITION:

CLASSIFICATION GRADE (if in Federal service):

SALARY OR EARNINGS: STARTING $ PER FINAL $ PER

PLACE OF EMPLOYMENT (city and State):

NAME AND TITLE OF IMMEDIATE SUPERVISOR:

NAME AND ADDRESS OF EMPLOYER (firm, organization, or person; if Federal, name department, bureau or establishment, and division).

KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.)

NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU

REASON FOR LEAVING

DESCRIPTION OF YOUR WORK

14-00000

BIOGRAPHICAL DATA

NAME: Joseph Burkholder Smith

DATE AND PLACE OF BIRTH: June 16, 1921
Harrisburg, Pa.

Marital status: Married

Children: one daughter, aged 4

EDUCATION: Entered Harvard University, Sept. 1940, completed requirements for degree, cum laude, in history, government and economics, Feb. 1943, awarded degree while in service, Nov. 1943.
History: 30 hours, including, American, modern European, ancient, medieval,
Honors thesis: Andrew Jackson and the Presidency
Government: 12 hours, including, American federal, comparative, administration, political theory.
Economics: 12 hours, including, principles, banking, international trade.

Further: Yale University, 1943-44, ASTP, Far Eastern Area and Japanese, including, Chinese and Japanese history, Pacific islands, society, Japanese political parties and society and spoken Japanese.

University of Michigan: MIS Language School, including spoken and written Japanese, Japanese political, social and military organization (awarded 12 hours graduate credit) 1944-45.

GRADUATE: Training: Johns Hopkins University, 1947-48, 6 hours, international relations and political geography, including economic geography and seminar study of Korea.

University of Pennsylvania, 1948-50, 34 hours, history and political science.

History: 30 hours, including, American social, diplomatic, development and organization of British Empire, British foreign policy 1919-1949, American colonial, political since 1865, United States and Latin America.
Political Science: 4 hours, government and politics Latin America.

DEGREES: A. B. Harvard, A.M. University of Pennsylvania (doctorate expected in history, University of Pennsylvania 1951).

MILITARY SERVICE: U. S. Army, 1943-1946, Grade: corporal, Unit: MIS, Japanese specialist.

EXPERIENCE: Instructor in history, Dickinson College, Carlisle, Pa., 1946-48.
Assistant Professor of history, Dickinson College, Carlisle, Pa., 1949 -
Subjects taught: world history, medieval, American, Far East, International relations, human geography, historical geography.

PUBLICATIONS: "A Frontier Experiment in Higher Education", Pennsylvania History, Pa., Historical Association, January 1949. A study in the social problems in the establishment of Dickinson College in Carlisle, Penn. 1783-1803. "The Koreans and Their Living Space", Korean Review, Korean Cultural Association, September, 1949. An attempted analysis of the Korean situation in terms of political and economic geography.

Understanding our State Government, C. F. Hasland and Sons, Carlisle, Pa., 1949. A booklet discussing the history, organization and functioning of the government of Pennsylvania published for the Hasland employees and for use in the schools of Pennsylvania.

ORGANIZATIONS: American Historical Association, American Association of University Professors.

5 DATES OF EMPLOYMENT (month, year) FROM TO	EXACT TITLE OF YOUR POSITION	CLASSIFIED GRADE (if in Federal service)	SALARY OR EARNINGS STARTING $ PER FINAL $ PER
PLACE OF EMPLOYMENT (city and State)	NAME AND TITLE OF IMMEDIATE SUPERVISOR		
NAME AND ADDRESS OF EMPLOYER (firm, organization, or person. If Federal, name department, bureau or establishment, and division)	KIND OF BUSINESS OR ORGANIZATION (e. g., wholesale silk, insurance agency, manufacture of locks, etc.)		
NUMBER AND KIND OF EMPLOYEES SUPERVISED BY YOU	REASON FOR LEAVING		

DESCRIPTION OF YOUR WORK

If more space is required, use a continuation sheet (Standard Form No. 58) or a sheet of paper the same size as this page. Write on each sheet your name, address, date of birth, and examination title. Attach to inside of this application.

17. MILITARY TRAINING. In the space below, describe any training received in the Armed Services (not already listed under Item 16) that would assist appointing officers in placing you most effectively. Indicate actual amount of training received, such as hours per week. Detailed information regarding any special service schools you attended is especially important. (Extra pages may be used to give full descriptions.)

DATES FROM	DATES TO	LOCATION	DESCRIPTION OF TRAINING

18. EDUCATION (Circle highest grade completed): 1 2 3 4 5 6 7 8 9 10 11 12

MARK (X) THE APPROPRIATE BOX TO INDICATE SATISFACTORY COMPLETION OF: ☐ ELEMENTARY SCHOOL ☐ JUNIOR HIGH SCHOOL ☒ SENIOR HIGH SCHOOL

(A) GIVE NAME AND LOCATION OF LAST HIGH SCHOOL ATTENDED

William Penn, Harrisburg, Pennsylvania

(B) SUBJECTS STUDIED IN HIGH SCHOOL WHICH APPLY TO POSITION DESIRED

History, Problems of Democracy, German

(C) NAME AND LOCATION OF COLLEGE OR UNIVERSITY	MAJOR AND SPECIALTY	DATES ATTENDED FROM	DATES ATTENDED TO	YEARS COMPLETED DAY	YEARS COMPLETED NIGHT	DEGREES CONFERRED TITLE	DEGREES CONFERRED DATE	SEMESTER HOURS CREDIT
Harvard, Cambridge Mass.	His. Gov.	1940	1943	3		AB	1949	150
Yale, New Haven Conn.	Jap.	1943	1944	1				36
Michigan, Ann Arbor Mich.	Jap.	1944	1945	1				12 (GRAD.)

(D) LIST YOUR CHIEF UNDERGRADUATE COLLEGE SUBJECTS	SEMESTER HOURS	LIST YOUR CHIEF GRADUATE COLLEGE SUBJECTS	SEMESTER HOURS
History	30	History	30
Government	12	Political Science	10
Economics	12	Japanese	12

(E) OTHER TRAINING, SUCH AS VOCATIONAL, BUSINESS, STUDY COURSES GIVEN THROUGH THE ARMED FORCES INSTITUTE (show name and location of school) OR IN-SERVICE TRAINING IN PUBLIC OR PRIVATE EMPLOYMENT

See attached summary

SUBJECTS STUDIED	DATES ATTENDED FROM	DATES ATTENDED TO	YEARS COMPLETED DAY	YEARS COMPLETED NIGHT

19. INDICATE YOUR KNOWLEDGE OF FOREIGN LANGUAGES	READING	SPEAKING	UNDERSTANDING
Ger., Fr.	X		
Japanese	X	X	X

22. ARE YOU NOW OR HAVE YOU EVER BEEN A LICENSED OR CERTIFIED MEMBER OF ANY TRADE OR PROFESSION (such as pilot, electrician, radio operator, teacher, lawyer, CPA, etc.)?

☐ YES ☐ NO GIVE KIND OF LICENSE AND STATE:

FIRST LICENSE OR CERTIFICATE (YEAR)

LATEST LICENSE OR CERTIFICATE (YEAR)

20. [illegible]

21. LIST ANY SPECIAL SKILLS [illegible]

See attached summary

23. [illegible]
(1) [illegible]
(2) [illegible] PATENTS OR INVENTIONS
(3) PUBLIC SPEAKING AND PUBLIC RELATIONS EXPERIENCE
(4) MEMBERSHIP IN PROFESSIONAL OR SCIENTIFIC SOCIETIES, ETC.
(5) HONORS AND FELLOWSHIPS RECEIVED

See attached summary

APPROXIMATE NUMBER OF WORDS PER MINUTE IN TYPING [illegible]

26. REFERENCES. List three persons living in the United States or Territories of the United States who are NOT related to you and who have definite knowledge of your qualifications and fitness for the position for which you are applying. Do not repeat names of supervisors listed under Item 18 (EXPERIENCE).

	FULL NAME	PRESENT BUSINESS OR HOME ADDRESS (Give complete current address, including street and number)	BUSINESS OR OCCUPATION
1	Herbert Wing Jr.	History Dept. Dickinson College Carlisle Pennsylvania	Dept. Chairman (History)
2	Conyers Read	History Dept. University of Penna., Philadelphia 4, Penna.	Historian
3	Leonidas Dodson	Same as above #2	Historian

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO
27. MAY INQUIRY BE MADE OF YOUR PRESENT EMPLOYER REGARDING YOUR CHARACTER, QUALIFICATIONS, ETC.?	X	
28. ARE YOU A CITIZEN OF OR DO YOU OWE ALLEGIANCE TO THE UNITED STATES?	X	
27. ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF THE COMMUNIST PARTY, U. S. A., OR ANY COMMUNIST ORGANIZATION?		X
28. ARE YOU NOW, OR HAVE YOU EVER BEEN A MEMBER OF A FASCIST ORGANIZATION?		X
29. ARE YOU NOW OR HAVE YOU EVER BEEN A MEMBER OF ANY ORGANIZATION, ASSOCIATION, MOVEMENT, GROUP, OR COMBINATION OF PERSONS WHICH ADVOCATES THE OVERTHROW OF OUR CONSTITUTIONAL FORM OF GOVERNMENT, OR OF AN ORGANIZATION, ASSOCIATION, MOVEMENT, GROUP, OR COMBINATION OF PERSONS WHICH HAS ADOPTED A POLICY OF ADVOCATING OR APPROVING THE COMMISSION OF ACTS OF FORCE OR VIOLENCE TO DENY OTHER PERSONS THEIR RIGHTS UNDER THE CONSTITUTION OF THE UNITED STATES OR OF SEEKING TO ALTER THE FORM OF GOVERNMENT OF THE UNITED STATES BY UNCONSTITUTIONAL MEANS?		X
If your answer to question 27, 28, or 29 above is "yes," state in Item 39 the names of all such organizations, associations, movements, groups, or combinations of persons and dates of membership. Give complete details of your activities therein and make any explanation you desire regarding your membership or activities therein.		X
30. SINCE YOUR 16TH BIRTHDAY, HAVE YOU EVER BEEN ARRESTED, INDICTED, OR SUMMONED INTO COURT AS A DEFENDANT IN A CRIMINAL PROCEEDING, OR CONVICTED, FINED, OR IMPRISONED, OR PLACED ON PROBATION, OR HAVE YOU EVER BEEN ORDERED TO DEPOSIT BAIL OR COLLATERAL FOR THE VIOLATION OF ANY LAW, POLICE REGULATION OR ORDINANCE (EXCLUDING MINOR TRAFFIC VIOLATIONS FOR WHICH A FINE OR FORFEITURE OF $25 OR LESS WAS IMPOSED)? *If your answer is "Yes," list all such cases under Item 39 below. Give in each case (1) the date, (2) the nature of the offense or violation; (3) the name and location of the court; (4) the penalty imposed, if any, or other disposition of the case. If appointed, your fingerprints will be taken.*		X
31. HAVE YOU EVER BEEN DISCHARGED OR FORCED TO RESIGN FOR MISCONDUCT OR UNSATISFACTORY SERVICE FROM ANY POSITION? *If your answer is "Yes," give in Item 39 the name and address of employer, date, and reason in each case.*		X
32. HAVE YOU EVER BEEN BARRED BY THE U. S. CIVIL SERVICE COMMISSION FROM TAKING EXAMINATIONS OR ACCEPTING CIVIL SERVICE APPOINTMENTS? *If your answer is "Yes," give dates of and reasons for such debarment in Item 39.*		X
33. HAVE YOU ANY PHYSICAL HANDICAP, DISEASE, OR OTHER DISABILITY WHICH SHOULD BE CONSIDERED IN ASSIGNING YOU TO WORK? *If your answer is "Yes," give complete details in Item 39 so that consideration can be given to your physical fitness for the job.*		X
34. DO YOU RECEIVE AN ANNUITY FROM THE UNITED STATES OR DISTRICT OF COLUMBIA GOVERNMENT UNDER ANY RETIREMENT ACT OR ANY PENSION OR OTHER COMPENSATION FOR MILITARY OR NAVAL SERVICE? *If your answer is "Yes," give complete details in Item 39.*		

INDICATE "YES" OR "NO" ANSWER BY PLACING "X" IN PROPER COLUMN	YES	NO
35. ARE YOU AN OFFICIAL OR EMPLOYEE OF ANY STATE, TERRITORY, COUNTY, OR MUNICIPALITY? *If your answer is "Yes," give details in Item 39.*		
36. DOES THE UNITED STATES GOVERNMENT EMPLOY IN A CIVILIAN CAPACITY ANY RELATIVE OF YOURS (BY BLOOD OR MARRIAGE) WITH WHOM YOU LIVE OR HAVE LIVED WITHIN THE PAST 24 MONTHS? *If your answer is "Yes," show in Item 39 for EACH such relative (1) full name, (2) present address; (3) relationship; (4) Department or Agency by which employed, and (5) kind of appointment*		

SPECIAL INSTRUCTIONS FOR CLAIMING VETERAN PREFERENCE

A. If you are claiming preference as a PEACETIME VETERAN who has been awarded a campaign badge or service ribbon, or as a DISABLED VETERAN, or as the WIFE OF A DISABLED VETERAN, or as the WIDOW OF A WAR OR CAMPAIGN VETERAN, attach Veteran Preference Claim, CSC Form 14, together with proof specified therein.

B. If you are a WAR-TIME VETERAN not claiming disability preference, you should NOT submit your discharge with this application. Preference will be tentatively credited to you and if appointed, you will be required to submit to the appointing officer prior to entry on duty, official evidence of separation from active service in the armed forces of the United States in time of war.

	YES	NO
37. (A) WERE YOU EVER IN THE UNITED STATES MILITARY OR NAVAL SERVICE DURING TIME OF WAR?		
(B) IS THE WORD "HONORABLE" OR THE WORD "SATISFACTORY" USED IN YOUR DISCHARGE OR SEPARATION PAPERS TO SHOW THE TYPE OF YOUR DISCHARGE OR SEPARATION?		
(C) WAS SERVICE PERFORMED ON AN ACTIVE, FULL-TIME BASIS, WITH FULL MILITARY PAY AND ALLOWANCES?		

(D) DATE OF ENTRY OR ENTRIES INTO SERVICE	DATE OF SEPARATION OR SEPARATIONS
March 1943	February 1946
BRANCH OF SERVICE (Army, Navy, Marine Corps, Coast Guard, etc.): Army	SERIAL NO. (if none, give grade or rating at separation): 11 081 139

	YES	NO
38. (A) IF YOU SERVED IN THE UNITED STATES MILITARY OR NAVAL SERVICE DURING PEACETIME ONLY, DID YOU PARTICIPATE IN A CAMPAIGN OR EXPEDITION AND RECEIVE A CAMPAIGN BADGE OR SERVICE RIBBON?		X
(B) ARE YOU A DISABLED VETERAN? *If so, and you have not listed your disability in answer to Item 33, explain in Item 39 below.*		X
(C) ARE YOU A VETERAN'S WIDOW WHO HAS NOT REMARRIED?		
(D) ARE YOU THE WIFE OF A VETERAN WHO HAS A SERVICE CONNECTED DISABILITY WHICH DISQUALIFIES HIM FOR CIVIL SERVICE APPOINTMENT?		

THIS SPACE FOR USE OF APPOINTING OFFICER ONLY

The information contained in the answers to Question 37 above has been verified by comparison with the discharge certificate on ...., 19....

Agency: .... Title: ....

39. SPACE FOR DETAILED ANSWERS TO OTHER QUESTIONS. (Indicate item numbers to which answers apply.)

ITEM NO.		ITEM NO.	
	See attached summary		
	33. Full files exist at:		
	University of Penna.,		
	Placement Service		
	Attention: Miss Quick		
	Philadelphia, Pa.		

If more space is required, use sheets the same size as this page. Write on each sheet your name, address, date of birth, and examination title. Attach to inside of this application.

Before signing this application check back over it to make sure that you have answered ALL questions correctly.

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith.

False statement on this application is punishable by Law (U. S. Code, Title 18, Section 80).

SIGNATURE OF APPLICANT: [signature]

(Give your name in full (one given name, initial of middle and surname)...)

U. S. GOVERNMENT PRINTING OFFICE

Joseph B. Smith
Box 323 B, Route 2
Gardners, Pa.

Items 21 and 23, Form 57

I. Educational Background
  A. Undergraduate
    1. Student at Harvard College, 1940-43
      a. Held tuition scholarships granted from various funds
      b. Activities included: Crimson (asst. editorial chairman) dramatics, radio (Harvard Radio Workshop)
      c. Completed requirements for A.B. degree (cum laude), in 2 and one-half years.
      d. Field of concentration - History, Government, Economics
        1) 12 hours American history, 12 hours European history, 6 hours ancient history.
        2) honors thesis
          <u>Andrew Jackson and the Tribunician Theory of the Presidency</u>
          a) An analysis of the concept of the powers of the president held by Jackson and his lieutenants, including an attemp to trace their origin in the democratic movement of the 1830s
        3) Other subjects studied
          12 hours government
          6 hours economics
          6 hours sociology
          6 hours geology
          3 hours political philosophy

  B. Military Training
    1. Student at Yale University 1943-44
      a. 36 hours Japanese and history and politics of the Far East
      b. 18 hours Japanese and 18 hours history of China and Japan.
        1) Emphasis placed on analysis of society of these countries
          a) Research in the political organization of modern Japan and modern China
          b) Study of the military organization of Japan and China
          c) Some study of personalities

    2. Student at University of Michigan, 1944-45
      a. 12 hours graduate credit for study of Japan and Japanese
      b. Hours divided between study of written and spoken Japanese and history of Japan
        1) Emphasis placed on history and politics in the study of the language in addition to special study of political organization
          a) Example-study of recent Japanese history in Japanese.

    3. Ft. Snelling, Minnesota, MIS Japanese Language School
      a. Major emphasis on Japanese military organization
        e.g. units of Japanese army, navy, weapons, equipment.

  C. Graduate Study
    1. Johns Hopkins University, 1947-48
      a. International relations and seminar in political geography.

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Gardners, Pa.

Items 21 and 23, Form 57

C. Graduate Study (continued)

Work Project #1

A. Project Synopsis

1. The strength and vulnerability of Korea as an independent nation.
2. Location - Johns Hopkins University, Baltimore, Md.
3. I was the sole worker employed.
4. The political geography seminar was concerned in 1847-48 with areas of maximum change. Members of the seminar conducted studies of India, Poland, Newfoundland, Ceylon, Sinkiang, Korea.
   a. Each member made a deep-level study of the area of his choice. I chose Korea.
5. Principal sources used by me were: USAMG Reports, all available background studies, interviews with Koreans stationed at Carlisle, (Carlisle Barracks AMG School) and with Miss Phyllis Johnson, reporter who was in Korea 1945-46.
6. The material covered mostly the years 1945-46-47, and was fairly complete for South Korea. I was unable to get information on North Korea, nor would the Army give me political information other than that officially published.
7. Methods used were historical and political because of my previous training. Statistics were used wherever possible.
8. Length of study-Sept. 1947-Sept. 1948.
9. Findings and conclusions
   a. I made an analysis of Korean physiographic features; including edaphic as well as usual climatic and topographical factors.
      1) I attempted to find the physical potential for the successful maintaining of Korean independent national existence.
      2) Conclusion: such obviously favorable factors as Korean peninsular situation were nullified by other space relations which made Korea vulnerable to Russian and Chinese attack.
      I found also that the soil was not adaptable throughout Korea for the practise of the nation's most thoroughly learned economic technique-rice culture.
   b. Secondly, I made a complete check on the resources of the Korean economy, as far as I could. The limitations imposed by censorship made it impossible for me to correlate North Korean industrial activity with South Korean agricultural activity as completely as I could have otherwise done.
      1) Conclusions: The country would have to be industrialized to overcome the problem of overpopulation.
      The Korean people had not shown in the past any significant evidence of the ability to operate a democratic government.
10. My study was not used by any government agency.
11. My study was published, in part, under the title "The Koreans and Their Living Space", in the Korean Review, Korean-American Cultural Association, Sept. 1949.

Joseph B. Smith
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Gardners, Pa.

Work Project #1
continued

12. Two persons with knowledge of this project: Dr. E.F.Penrose
Johns Hopkins
Baltimore,Md.
Owen Lattimore
Johns Hopkins
Baltimore,Md.

B. Participation
1. I was the person responsible for formulating and carrying out the Korean part of the general project(See A, 4).
2. The determination of the sources used was made by me. I was assisted, in part, by Dr.Penrose and Mr. Lattimore.
3. I gathered the data.
   a. I analyzed the data according to three principal criteria
      Accuracy of information
      Existence of corroborating information
      Use of statistics when available in preference to other data
   b. General procedure followed
      Gather as much information as possible
      Attempt to eliminate waste effort by concentrating objective (the strength or vulnerability of Korea as an independent state
   c. Dr. Penrose.Mr. Lattimore and Dr. Jean Gottmann advised me at various points mostly on methodology
4. Conclusion and report preparation
   a. Conclusions were my own responsibility
   b. Writing and editing were done by me with one exception
      Exception: Mr. Lattimore advised me to re-examine the peninsular situation of Korea and suggested the idea which led to my conclusion on this point(See A, 9,a).
5. This was an independent study and not a government project and I not supervising any assistants.
6. My responsibility in promotion and interpretation was limited to an exposition of them and a defense of my conclusions before members of the faculty and student body of the Page School,Johns Hopkins University.
   a. This was carried on in several sessions
      1) Preliminary report
      2) Final revision session

. eph B. Smith
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Gardners, Pa.

Items 21 and 23, Form 57

C. Graduate Training (cont.)
  2. University of Pennsylvania 1948-51
    a. At Pennsylvania I have taken courses primarily in American history.
    b. I received a master's degree, Feb. 1950
    c. I have completed course work for my Ph. D. I expect soon to take my doctoral examination.
    d. I have taken several courses in foreign area study.
      Latin American History
      The U.S. and Latin America
      Latin American Parties and Politics
      British Foreign Policy 1919-1939.
    e. In addition to the above, I have taken course work in U.S. foreign policy 1890 to date.

II. Research and Publication

A. See pp. 2 and 3, Work Project #1
B. Work Project #2
  1. Sponsored by Dickinson College.
  2. Scope- to investigate the relation of Dickinson College to the frontier community in which it was established in 1783.
  3. I was the sole researcher.
  4. Principal sources were: the large letter collection, Dickinson College Library, Church records at Carlisle and Philadelphia (Presbyterian Historical Society), early Carlisle newspapers, (American Antiquarian Society, Wocester, Massachusetts), contemporary writings, local histories.
  5. This study was made from Oct. 1947 until June 1948.
  6. Methods were historical.
  7. Findings and Conclusions
    a. Dickinson College, founded 1783, had numerous problems incident to the establishment of any such institution, butintensified by the hostility of frontier society; e.g. financial, disciplinary, recruitment.
    b. Frontier society rejects higher education as unnecessary and even hostile to its social goals.
    c. That under-developed areas need so-called practical education first.
  8. The material was used in the publication of the first volume of materials on early America published by the college under title of Bulwark of Liberty, June, 1950.
     Also published in part as "A Frontier Experiment in Higher Education", Pennsylvania History, Pennsylvania Historical Association, January, 1949.
  9. Two persons associated with this project: Whitfield J. Bell
     Dickinson College
     Carlisle, Pa.
     May Morris
     Dickinson College
     Carlisle, Pa.
  10. I was solely responsible for methods, procedure and writing.
  11. The project was promoted by the college as noted in (1).

e;h B. Smith
Box 323 B, Route 2
Gardners, Pa.

Items 21 and 23, Form 57

II. Research and Publication (cont.)

C. Understanding Our State Government, C.H.Masland and Sons, June, 1949.

1. A pamphlet giving a simple account of the Pennsylvania state government.
   a. The divisions of the government and their functions
   b. The citizen and his government.
2. Used in the Masland Company monthly magazine for the benefit of their employees.
3. Distributed tothe Pennsylvania schools for use in problems of democracy classes.

III. Teaching Experience

A. I call attention to the subjects I have taught in the past five years (Item 16, (1), Form 57, corrected as noted here to 5)

B. Explanation of techniques and scope of work in my courses in:
International Relations
Far Eastern History
Human and Historical Geography

1. International Relations
   a. Scope
   The history of the national state system, international law, and history of the idea and attempts at world government.
   The strategic evaluation of the major powers
   Analysis of their geographic, economic, and demographic resources
   Evaluation of their military potential
   Study of their diplomatic policies in regard to the above
   b. Technique
   Use of Sprouts' text Foundations of National Power, which I consider most appropriate for the strategic material stressed
   Use of outside readings on international law and world organization
   Analysis of current newspapers to give the student practise at gathering information regarding the economies, military potentials and activities of the major powers.
   The students must evaluate their newsreports and attempt to correlate them in the form of reports on strategic situations.

2. Far Eastern History
   a. Scope
   Historical background on the ancient civilization of China and Japan, major emphasis on the Far East since 1500, special attention to the diplomacy of imperialism and the reaction to it throughout Asia, also attention to 20th century Chinese and Japanese internal politics.

..seph B. Smith
Box 323 B, "oute 2
Gardners, Fennsylvania

Items 21 and 25, Form 57
III. Teaching Experience (cont.)
b. technique
Text used is Eckel, Far East since 1500
Supplemental reading is used for the ancient civilizations.
Use is made of China Yearbook, Japan Yearbook, and U.S. State Department Documents in order to give the students practise in gathering and correlating data on the modern Far East and U.S. policy there.
Emphasis is placed on reports on the strategic evaluation of the the Chinese and Japanese nations and their adjacent areas, viz. Korea, Sinkiang, Mongolia, Manchuria.
Emphasis is placed on understanding of personalities prominent in Chinese and Japanese affairs.

3. Human and Historical Geography
nb. Historical Geography is a second semester continuation of Human Geography which stresses an historical survey of western civilization (Rome to 1950) from a geographical view.
a. Scope
Analysis of the physical environment, geography of climatic regions, topographical regions, oceans and their coasts, minerals, ground and surface waters, soils, and man's relation to this environment -- human ecology
In the second semester spacial factors are stressed, political geogrpahy analyzed, and then a survey made of the geography ad ancient, medieval and modern Europe, evaluating the history of these periods in terms of the physical, spacial, and human ecological factors studied.
b. Techniques
Texts: White and Renner, Human Geography, Whittlesey, Environmental Foundations of European History.
Emphasis is placed on the gathering of geogrpahical information by the students, map study and interpretation.
Example: the strategic position of the major powers in modern times is studied, attention being paid to the identification of the problems of areal size, form, geomatical position, natural situation and geographical location.

CONFIDENTIAL
(When Filled In)

SECURITY APPROVAL

DATE : 3 October 1966

YOUR REFERENCE: 42095

CASE NO. : 56169

TO : Director of Personnel

ATTN :

SUBJECT : SMITH, Joseph Burkholder

1. This is to inform you that Subject has been approved for the appointment specified in your request under the provisions of Headquarters Regulations 10-3 and 20-5 including access to classified information through TOP SECRET as required in the performance of duties.

2. Unless arrangements are made for entrance on duty within 150 days, this approval becomes invalid.

3. As part of the entrance on duty processing:

[ ] A personal interview in the Office of Security must be arranged.

[X] A personal interview is not necessary.

[ ] Please advise Chief, Clearance Branch, extension 5620 when Subject enters on duty.

4. This is a Conversion case.

FOR THE DIRECTOR OF SECURITY:

Steven L. Kuhn

Steven L. Kuhn
Chief, Personnel Security Division

FORM 5-63 1173 OBSOLETE PREVIOUS EDITIONS

CONFIDENTIAL

(5)

SECRET
(When Filled In)

REQUEST FOR SECURITY CLEARANCE

REQUEST NO. (1-8)	42095
REQUEST DATE (9-11)	21 Sept 1966
NAME (LAST - FIRST - MIDDLE) (12-38)	Smith, Joseph B.
YEAR OF BIRTH (39-40)	1921
POSITION TITLE	Ops Officer
POSITION NUMBER (31-36)	
OCCUP. CODE (37-42)	
GRADE (43-44)	GS-14
LOCATION (CITY, STATE, COUNTRY)	Washington, D.C.
ASSIGNMENT (OFFICE, DIVISION, BRANCH)	DDS/OTR/Ops School/Hd. Trng Br.
ORGN. CODE (45-46)	
TYPE OF APPLICANT	REGULAR / CONSULTANT / CONTRACT / MILITARY
CONVERSION ACTION	SA-SR
IF OTHER, SPECIFY	
TYPE OF APPL. (48)	
NAME OF REQUESTOR OR OFFICIAL	Dow H. Luetocher, Chief/CPD
TYPE OF ASSIGNMENT AND FUNDS	HQS / USF / PP / V / UV
HDQTRS. & FUND (50)	
CLEARANCE REQUIRED	PROVISIONAL FOR (INDICATE NAME OF POOL OR GROUP): Full Clearance — SECRET / FULL
CLEARANCE (51)	
ATTACHMENTS	PERSONAL HISTORY STATEMENT / PHOTOGRAPH(S) / APPENDIX I / APPENDIX II / REQUEST FOR WAIVER / REPORT OF INTERVIEW
RECRUIT. CODE (52-54)	
VETERANS STATUS	MALE - VETERAN / MALE - NON-VETERAN / FEMALE - VETERAN / FEMALE - NON-VETERAN
VET PREF. & SEX (55)	

Security #: 56169

Clearance memo to SA Branch/CFD
Attn: Jo Ann Varney
5 B 69

SPACE BELOW FOR OS USE ONLY

FORM 3-61 377 USE PREVIOUS EDITIONS SECRET (MFG. 5-65)

14-00000

FE-11 ✓

Blf
in

CONFIDENTIAL

SECURITY APPROVAL

Date: 29 August 1951

TO: Chief, Covert Personnel Division

Your Reference: L2143

FROM: Chief, Security Division

Case Number: 56169

SUBJECT: SMITH, Joseph Burkholder

1. This is to advise you of security action in the subject case as indicated below:

[X] Security approval is granted the subject person for access to classified information.

[ ] Provisional clearance for full duty with CIA is granted under the provisions of Paragraph D of Regulation 10-9 which provides for a temporary appointment pending completion of full security investigation.

[ ] The Director of Central Intelligence has granted a provisional clearance for full duty with CIA under the provisions of Paragraph H of Regulation 10-9.

2. Unless the subject person enters on duty within 60 days from the above date, this approval becomes invalid.

3. Subject is to be polygraphed as part of the EOD procedures.

C V Broadley
C. V. BROADLEY

Br. notified to call in
OK.
31 Aug 1951
Blf
per ethel
18 Sept.
1000

g

CONFIDENTIAL

FORM NO. 38-101
JUL 1951